

Commonwealth Catholic Charities  
ONS RFP 12-089

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**REQUEST FOR PROPOSALS (RFP)**  
**RFP No. CVS-12-089**

Issue Date: May 25, 2012  
Title: Refugee Resettlement Program  
Commodity Code: 95275  
Location: Statewide  
Contract Period: October 1, 2012 – September 30, 2013 (Renewable)  
Sealed Proposal Due Date & Time: **June 29, 4:00 p.m. Eastern Time**  
Issuing Agency: Commonwealth of Virginia  
Department of Social Services  
Office of Newcomer Services  
801 East Main Street, 15<sup>th</sup> Floor  
Richmond, VA 23219-2901

**SEALED PROPOSALS ARE TO BE MAILED OR HAND DELIVERED TO THE ABOVE ADDRESS.**

Proposals for providing the services described herein will be received subject to the conditions cited herein until the proposal due date and time shown above. **PROPOSALS RECEIVED AFTER THAT TIME WILL BE RETURNED WITHOUT CONSIDERATION. DO NOT FAX OR E-MAIL.**

All inquiries for information should be directed to Brent Sutton: Phone: (804) 726-7928  
Email: [brent.sutton@dss.virginia.gov](mailto:brent.sutton@dss.virginia.gov)

In compliance with this Request for Proposals (RFP) and to all the conditions imposed therein and hereby incorporated by reference, the undersigned Applicant agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation

Commonwealth Catholic Charities

(Name of Organization)

1512 Willow Lawn Drive

(Address – Line 1)

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(Address – Line 2)

Richmond

VA

ZIP Code: 23230-0565

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Date:

6.28.12

Signature:

*Richard Ciofani, etc*

Printed Name: Richard Ciofani

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This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, status as a service-disabled veteran, or any other basis prohibited by state law relating to discrimination in employment. **Mandatory Pre-proposal Conference:** A mandatory pre-proposal conference will be held on June 13 from 10:30 am to 12:30 pm at the Virginia Department of Social Services, 801 East Main Street, Richmond, VA. See Section IX contained herein.



## **Executive Summary – Organizational Capacity**

Accredited by the Council on Accreditation, Commonwealth Catholic Charities (CCC) meets the highest standards in providing human services to the community. For more than 36 years the Resettlement Program of CCC has successfully provided resettlement services to newcomers in the Commonwealth of Virginia.

CCC proposes to enhance its employment readiness program in all three resettlement sites and use certified instructors for the English Language Training. CCC will add the REEP work readiness materials to the current four-week Newcomers Class and further enhance our employment training by adding Work-Wise Employment classes. Clients will receive job readiness training through aptitude/ skills assessments, job skills training, essential employment vocabulary, resume development, mock interviews, as well as financial literacy training.

The economic downturn has made it challenging for refugees to achieve self-sufficiency. However, the fortitude refugees bring to employers, combined with a recent improved economic and employment outlook for new arrivals is helping refugees in the workplace.

CCC has the organizational capacity to achieve its goal of ensuring that refugees in Hampton Roads, the Roanoke Valley and in the Greater Richmond area have the best possible English proficiency to enter the workforce and strive for self sufficiency in their early months in the US. Achieving and maintaining self-sufficiency will subsequently decrease refugees' dependency on public assistance and safety net services, thereby ultimately enabling them to become contributing community members, and will be a gift they can pass onto future generations.

## **SUMMARY OF PAST ACCOMPLISHMENTS – ORGANIZATIONAL CAPACITY**

Since 1981, the Commonwealth has funded the Refugee Resettlement Program of Commonwealth Catholic Charities (CCC) to provide employment, support services, and English language training (ELT) to refugees and other eligible populations in southern Virginia. In addition, CCC has secured funding from a variety of sources to broaden and sustain quality refugee resettlement in our communities. Proposals have garnered funding to maintain and enhance support services, ELT, school liaison and health liaison services, and most recently, pre-employment training.

The Resettlement Program of CCC offers resettlement assistance to refugees in Hampton Roads, the Roanoke Valley and in the greater Richmond area. Over the past three years, populations eligible for Refugee Social Services (RSS) who were served by CCC included 502 in Richmond, 637 in Hampton Roads and 766 in Roanoke. The majority of refugees served were from Bhutan, Burma and Iraq.

CCC has implemented a broad array of resettlement services to facilitate the integration process and ensure that refugees quickly become productive, contributing members of their new communities and achieve lasting self-sufficiency. Helping the most vulnerable individuals and families has been CCC's mission since 1923. The Resettlement program welcomes the stranger, empowering those escaping persecution to begin new lives with dignity through early self-sufficiency. For 37 years this program has partnered with others in the area to assist refugees as they integrate into our community.

CCC considers successful resettlement to have taken place when all members of the refugee family can function independently in their new environment. To achieve this end, CCC interacts with a variety of community partners and encourages the inclusion of these newcomers into each partner's service delivery system. Furthermore, CCC provides Case Managers, Employment Specialists, Education Coordinators, and School and Health Liaisons to assist the clients with their acculturation to their new community.

In 2011 CCC placed 226 refugees in jobs, exceeding our goal of 221 employment placements for Refugee Social Services (RSS) and Targeted Assistance Program (TAP) combined. Of those receiving full-time placements, 83% had access to health benefits in 2011. The 2011 average wage of these placements was \$8.32/hour for RSS and \$8.59/hour for TAP, exceeding the goal of \$8.25 in TAP and nearly meeting the goal of \$8.35 in RSS. Thus far in 2012, CCC is on target at 72% of goal, with 156 placements year to date; 135 in RSS and 32 in TAP. With refugee arrivals increasing, CCC is confident that it will exceed its 2012 goal of 221 placements. Average wages to date are \$8.62 for RSS and \$8.19 for TAP, exceeding CCC's goal of \$8.00/hour in each program. Wages are reflective of the economies of the three CCC resettlement locations and the low literacy and skills of the refugees resettled.

Other RSS goals met during the 2011 service period included: 271 unduplicated refugees served through employment services, exceeding our goal of 186 by 68%; RCA was terminated in 17 cases due to employment, exceeding the goal of 15; and 189 refugees placed during the period maintained employment through the 90<sup>th</sup> day, exceeding the goal of 120.

Other TAP goals met during the 2011 service period included: 67 unduplicated number of refugees served through employment services, exceeding the goal of 66; RCA was terminated



in five cases due to employment, meeting the goal of five; and 43 refugees placed during the period maintained employment through the 90<sup>th</sup> day, exceeding the goal of 41.

Self-sufficiency requires the refugee to be able to speak, read and write English. Last year, CCC trained 95 tutors who joined the ranks of 63 current tutors to provide language instruction and tutoring to 291 refugees. Of adult refugee students who remained in the area, 49% advanced one NRS proficiency level. CCC also provided pre-employment training to new arrivals and conducted classes at eight community sites over the course of the year.

CCC has secured and maintained English Literacy/Civics Education funding for the past five years from the Virginia Department of Education (VA DOE) to provide English Language Training instruction to refugees in Southern Virginia. Refugees resettled by the Virginia Council of Churches (VCC) in Richmond and Hampton Roads have also benefited from these services, with the CCC program in Richmond providing ELT services to at least 90% of VCC's employable adults, and a small number beginning to participate in Hampton.

Over the past year of receiving VA DOE funding for English Literacy/Civics Education, CCC has developed a progressive, three stage educational program. This program provides the highest intensity instruction during the early stages of resettlement when clients have more time, prior to gaining employment maximizing English language acquisition. CCC is often called upon to provide community education about refugee cultures to schools, health care providers, police, and other community agencies. In the past three years the agency has responded to requests for training from schools, civic organizations, refugee/immigrant coordinative groups, colleges, local Department of Social Services (DSS) agencies, and various employers.

For the past two and a half years the Richmond CCC resettlement office has been part of the Richmond Refugee Dialogue. This group is designed to provide a forum for community stakeholders to exchange information and to discuss common issues faced by CCC and VCC refugee clients and to coordinate and share resources. This group has improved communication and coordination of services between the various groups and made better use of local resources. A similar program is planned for the Hampton Roads area this year.

CCC encourages and prepares service providers to offer interpretation services to refugees with limited English, citing Title VI of the Civil Rights Act. To accommodate this need, each resettlement office has an interpreter/translator services program which screens and trains bilingual individuals proficient in at least two languages. In addition, Immigration Counselors, accredited through the Board of Immigration Appeals, are available in each location to assist CCC clients with status adjustments, attaining employment authorization documents, citizenship applications, and other immigration services as needed.

CCC has the organizational capacity to provide the necessary resettlement services to refugees in Hampton Roads, the Roanoke Valley and in the greater Richmond area. This ability to be sole provider of services in these geographic areas is the reason for the growth in the budget from the prior year's award to \$356,205 to \$531,340.

## **DESCRIPTION OF PROPOSED PROGRAM – NEED FOR SERVICES PROPOSED**

### **The Population We Serve**

CCC proposes to continue offering a full range of refugee resettlement services to all refugees, entrants, asylees and victims of human trafficking residing in the following areas: Roanoke, Salem, Vinton, Blacksburg, Lynchburg, and Bedford; the greater Richmond area, including Henrico, Chesterfield and Hanover Counties, Petersburg, Hopewell; and Hampton Roads including Newport News, Williamsburg, Hampton, Norfolk, Virginia Beach, Chesapeake, Portsmouth, and the Eastern Shore.

A major service strategy of CCC is to provide early employment with concurrent English instruction to each employable adult member in a family. A comprehensive system of support exists through the efforts of the entire resettlement office staff, volunteers, and when applicable, the refugee's extended family. Through these combined efforts, refugees are provided with on-going orientations which help them understand their new surroundings and overcome hurdles. The continuing arrival of diverse refugee populations to southern Virginia necessitates more intensive employment and English language training, and civics education.

Many of the Burmese population have lived in refugee camps most of their lives and they arrive with very little education or employment experience. The Iraqi population is generally well-educated; however, the primary obstacle is a lack of English, and verifying credentials. Although the majority of young adult Bhutanese refugees speak some English and have some work experience, many middle-aged Bhutanese refugees are illiterate in their own language, do not speak English, and have very little work experience. In addition, due to the downturn in the



US economy in recent years, unskilled, service sector jobs are evaporating, with greater competition for jobs from displaced American workers. Because of these conditions, refugees are having a difficult time finding long-term, sustainable employment.

### **Client Assessment**

During the first week after arrival a case plan is developed jointly with CCC staff and each family member, using the Comprehensive Resettlement Plan (CRP) provided by the Office of Newcomer Services (ONS). The CRP serves as the primary casework plan to be used by all staff in preparing the refugee for self-sufficiency. The CRP includes an assessment of each individual family member's employability, education, training, work experience, language proficiency, and service needs. Once the plan is developed, staff begin to coordinate necessary services with existing community service providers.

The employment and education intakes and assessments for each adult refugee are administered by the Employment Specialist and Education Coordinator. The employment intake includes gathering information on the refugee's job history, education, skills and hobbies while the education intake begins with an assessment of the refugee's language skills using a Center for Applied Linguistics (CAL) assessment tool and exploration of their short and long term goals.

Based on the information gathered from these assessments, an employment/self-sufficiency plan and short and long-term employment and education goals are developed with the client's input. The plan includes specific classes with attendance requirements and dates of completion for each adult refugee. Target dates for each goal are set with the client at this time.

The newcomer is advised about the local job market, average entry wages and what someone with their background can expect. CCC assumes responsibility for job development, job referral and job placement and involves the refugees participation to the extent he/she is capable. During the job search, employment specialists will work with other staff members and volunteers in an effort to overcome barriers to employment that were identified in the CRP. These barriers may include health needs, childcare concerns, English ability, securing identification and transportation. The Employment Specialist will communicate and coordinate with the client's Case Manager who supports the client in finding employment and moving toward self-sufficiency.

### **English Language Training**

English language competency is critical to achieving self-sufficiency; every orientation and CRP stresses English language training and basic literacy. CCC Education Coordinators assess language skills and explore educational goals. Instruction begins within the first month in the United States. A VA DOE endorsed English language competency test is administered for placement and then again for progress measurement. Data is entered into the National Reporting System for Adult Education Programs (NRS) within the required 12 hours of attendance and again after completion of a minimum 60 hours of instruction to track student progress.

Every orientation and CRP stresses English language training and basic literacy. Student education goals are obtained at education intake, within two weeks of their arrival. CCC uses the VA DOE Adult Student Registration Form/Universal Student Profile. Most students have employment as a goal as well as improving English proficiency and understanding US culture and institutions; as most are at a low level, they need basic skill development. Higher level

acquired “Basic Life Skills at Work” and other software programs to use with students at its computer learning sites. Instructors utilize a variety of learning methods, including workbooks, role-playing and occasional field trips. At the 30 hour benchmark at which clients must be reassessed, the ELT program will assist the client in developing a revised Employment and Education Plan.

CCC’s Education Coordinators in Richmond, Hampton Roads, and Roanoke have developed an intensive English language program, the first phase of which is titled “Newcomers Class.” The Newcomers Class provides 60 – 120 hours of daily intensive instruction over two consecutive, progressive instruction cycles. Individuals with disabilities that are unable to attend Newcomers class are provided with instruction in their own home. The CCC EL/Civics curriculum reflects the VA DOE’s Content Standards benchmarks and indicators.

In the coming year, the ELT program has planned an additional structured, three session per week “Next Steps” class for those who have successfully completed Newcomers and are not yet employed. After completion of Next Steps and/or employment entry, students will continue instruction through CCC’s “Pathfinders” classes or tutoring program, which meets two times per week.

CCC’s goal is that each employable refugee adult will see an achievable pathway to growth past entry level work. Utilizing improved language skills and better understanding of the American work culture students develop individualized “Pathways” goals for continued growth and development at the 30 hour benchmark. All Pathways plans include a high priority for the goal of citizenship. The Pathways plan will be shared with the WorkWise pre-employment trainer. Goals could include more ELT classes to improve language skills, on the job training



offered by the employer, a General Educational Diploma, job training programs, or community college courses. Re-certification for educated refugees will be explored but must be pursued concurrently with entry-level employment. Mentors will be sought to assist refugees in identifying qualifying exams and resource referrals.

Teaching materials for the Newcomers class are purchased to address a variety of English levels. Non-literate students use Foundations, and Literacy Plus, Pearson Longman; slightly more advanced students Survival English, English through Conversations, and Workplace Plus. Pearson Longman. For intermediate level students, Side by Side, Pearson Longman is used. Multi-level classes use Ventures, Cambridge and Future, Pearson Longman. In addition, What Every Immigrant Needs to Know, Intercambio, the Oxford Picture Dictionary and Speaking Up at Work are used as supplements. Lesson plans are designed to address needed life skills, civics content, DOE content standards and linguistic skill building appropriate to the student's proficiency levels.

To further enhance new refugees' work readiness language skills, CCC will integrate the Arlington Education and Employment Program (REEP), Employment ESL Curriculum for Adults, Life Skills topic, "Work" unit, Level 100, chosen in consultation with CAL, while continuing to utilize the VA DOE Office of Adult Education and Literacy, ESOL Contents Standards draft of 2006. The REEP Work curriculum will be taught as a key component of the Newcomers class and will be held 2 hours per day, 3 days per week, over 4 weeks. The program will utilize instructors who have met training requirements of the Virginia Department of Education's Adult Learning Resource Center, utilizing their current training modules and an upcoming on-line "EL/Civics Gateways for Teachers" training that will soon be released by the

VA Adult Learning Resource Center in collaboration with the Adult Learning Resource Center in Illinois, focusing on the “ELLs in the Workplace” module.

### **Employment Services and Training**

Employment services begin with an employment intake and an assessment of each adult refugee. This is completed by the Employment Specialist in the refugee’s first week after arrival and assesses job history, education, skills and hobbies. Based on the information from this assessment and the ELT testing results, an employment / self-sufficiency plan will be created with the client’s input. The plan will include specific classes with attendance requirements and dates of completion. Target dates for each goal will be set with the client.

Concurrently with the Newcomers class, employable adults will also participate in the Work Wise pre-employment training class for 2 hours a day/5 afternoons a week. Work Wise, a curriculum offered by The Spring Institute of Intercultural Learning, in Denver, Colorado, is a pre-employment competency-based training for individuals with very basic English language skills and education history. For more advanced students, the “WorkStyles” curriculum from Spring Institute, which is geared to an intermediate level student, will be incorporated into Work Wise. The standard format is a four-week, intensive course. This training combines core workplace values, such as critical thinking, time management and quality control with sector specific skills for a variety of entry level positions. Participants complete 4-6 service learning-work experience activities at neighboring companies and nonprofits in addition to their classroom based learning. The trainer will tailor classes to teach particular skills which meet the needs of businesses currently hiring and to meet the educational level of the students. The

WorkWise trainer will provide class instruction, establish service learning opportunities for students and network with local businesses for employment and training opportunities.

The WorkWise trainer and the Employment Specialist will work as a team to find positions where pre-employment training will make the refugee attractive to that potential employer. Securing the best first employment placement for every employable adult and preparing that client for the workplace is the primary goal of WorkWise.

The CCC Employment Specialist uses many avenues to identify jobs: in-person strategies, job search links (including the Virginia Employment Commission website), working with volunteers, mentors, and former refugees for leads, partnering with the Private Industry Council, utilizing job training programs, speaking at civic and business groups and participating as members in human resource management associations and local work force networks. In addition, many businesses are outsourcing through employment agencies which necessitates building relationships with these gatekeepers. CCC also benefits from repeat employers who have experienced favorable outcomes of previously placed refugee clients.

The Employment Specialist organizes work-related transportation with the assistance of staff and volunteers. This may include assisting the clients in learning the bus route, seeking transportation through a network of volunteers, arranging car pools or securing a bicycle or a car. They will also assist the client in securing childcare if needed.

The Employment Specialist will work with the client in order to make sure the refugee's placement is the best possible match for the refugee and the employer. When a position is found, the refugee will be informed of the type of work, the hours, the pay and the benefits.



CCC works closely with local Departments of Social Services (DSS) around job search requirements for Refugee Cash Assistance (RCA) and Virginia Initiative for Employment not Welfare (VIEW) eligible Temporary Assistant to Needy Families (TANF) and food stamp clients. CCC Staff communicate with the DSS staff on client cooperation with the employability plan and on job placement. Refugees ask at their DSS intake that copies of correspondence be sent to CCC for explanation, allowing CCC to be aware of all changes in benefit payment levels. CCC notifies DSS when a refugee receives employment, or when employment has ended. The Case Manager and Employment Specialist enter information about a refugee's RCA and TANF assistance and employment in the Virginia Newcomer Information System (VNIS) database.

Ongoing support of the refugee and the employer is provided following placement. The employment worker requests that any problems be brought to his/her attention promptly so that they can be effectively resolved. Staff makes follow-ups calls and/or visits during the first week of employment and at the 30, 60, and 90-day marks. When an employer provides feedback that is negative about the client's job performance, the Employment Specialist will meet with the client to discuss the issues raised. If it is a skills or speed issue the WorkWise trainer will be asked to work with that employee to improve their skills. If it is a behavioral issue, the Case Manager may assist employment staff in addressing the issue. With this multi-layered support system in place, hiring CCC clients will be more attractive to potential employers and increase job retention rates.

### **Providing Comprehensive Support**

CCC staff includes a Case Manager for each refugee family who coordinates services for each refugee based on needs addressed in their CRP. The Case Manager works closely with the

Employment Coordinator, Education Coordinator, and other staff and volunteers to ensure each family receives the services needed to assist the family in becoming self-sufficient as quickly as possible. These services include health screenings and maintenance, school enrollment, orientation to the community, securing identification, opening a bank account, developing a budget, employment services and ELT.

Staff meet weekly to discuss the client's progress on their CRP. Notes are entered into a unified case file, so that information is readily available to all who are providing services. Sharing information allows staff to fill in should a crisis arise in another's absence. The CRP is updated at 90 and 180 days.

At a minimum, bi-weekly contact is made with new arrivals during the first month and gradually decreases over the first six-month period. In order to check on health or emergency needs, it is not unusual for contacts to be made on a daily basis during the first weeks. CCC responds to on-going problems, concerns and needs, but if none persist, contacts become less frequent. The client is assured that staff is available to assist with problems over the first two years in the United States or if a major need arises. If a client is not self-sufficient at 12 months, a second CRP will be developed.

CCC's employment services and job placements will be entered into VNIS and outcomes will be measured through VNIS reports. Employment goals will be:

- 400 unduplicated number of persons will be served with employment services
- 320 (80%) employable adults will be placed in jobs
- 256 (80%) of employed adults will be placed into full-time jobs

- 75% of clients receiving Refugee Cash Assistance (RCA) will have their RCA benefits terminated due to earnings through job placements
- Average hourly wage of all full-time job placements will be \$9.15
- 192 (75%) of full-time job placements will offer health benefits within 90 days after employment
- 256 (80%) of employable adults will still be employed 90 days after placement

ELT pre and post-test data will be entered monthly into the NRS database to track student progress and measure program outcomes. ELT goals will be:

- 100% of RSS recipients enrolled in employment services will be assessed using the Best-Literacy assessment tool and placed into ELT
- Of those completing 60 hours of ELT instruction as required by NRS, participants will be tested using the Best Literacy test and will advance one level at the following percentage rates promulgated by the VA DOE:
  - 40% of those tested as ELT Beginning literacy
  - 44% of those tested Low Beginning ELT
  - 50% of those tested High Beginning ELT
  - 44% of those tested ELT Intermediate Low
  - 39% of those tested ELT Intermediate High

Staff needed to provide these programs to CCC clients in Richmond, Hampton Roads and Roanoke in addition to VCC clients in Richmond and Hampton Roads will include one part-time, 20 hour a week WorkWise trainer in Richmond and Hampton Roads (funding for this



position in Roanoke has been secured through the United Way of Roanoke); one 10 hour a week ELT instructor in each office; three full-time Employment Specialists; two 30 hour employment assistants in Richmond and Hampton Roads; three Education Coordinators, 6 Case Managers, 3 Resettlement Coordinators, an Employment Program Manager, and an Education Program Manager and Division Director to oversee the programs. In addition, \$20,000 will be needed for facility use fees for computer labs in all three locations.

### **Volunteer Support**

CCC volunteers are essential to providing successful refugee resettlement services. Staff and volunteers speak regularly to community groups, churches, and universities, raising awareness of refugee resettlement, the circumstances and needs of refugees, the benefits refugees bring to our country and the importance of volunteering. Those wishing to volunteer must complete an application, interview with the CCC Human Resource Manager, and have a reference check. Background screening and abuse prevention/recognition training are required for all volunteers. Volunteer intake allows for careful matching of the candidate to the position.

At any one time over 165 volunteers are implementing components of the VA DOE funded EL/Civics Program, mentoring, providing transportation, or assisting in support services. In the past year, 327 volunteers provided 27,944 hours of service. The value of in-kind goods and services exceeded \$404,000.

CCC's volunteer program provides detailed job descriptions, orientation to the program and establishes clear lines of communication. Each job description includes a training component. Internships and VISTA volunteers are highly valued resources.

The Hampton Roads and Roanoke offices each maintain an active Advisory Group which assists with fundraising, advocacy, outreach and information sharing. These functions in Richmond are provided by the CCC Board of Directors and through participation in the Richmond Refugee Dialogue, a consortium of agencies involved in serving the refugee community. The planning process for developing CCC services involves input from long term partners in service delivery: health care providers, Departments of Social Services, local health departments, schools, employers, long term volunteers, ethnic organizations and community leaders. The Richmond program participates in the ESL School and Community Group and also coordinates and shares resources through *ReEstablish Richmond*, a non-profit agency working to address refugee housing needs in Richmond by coordinating with the United Way, Red Cross, the Virginia Cooperative Extension Service, Department of Behavioral Health, the Virginia Council of Churches, and Colaborando Juntos, an organization and list-serve promoting coordinated services to Richmond area immigrant communities. Richmond has long standing ties to the Asian American Society of Central Virginia as well as the Virginia Hispanic and the Virginia Asian Chambers of Commerce. In Roanoke CCC participates on the mayor's multicultural task force. In Hampton Roads, CCC is a member of the Hampton Roads Hispanic Chamber of Commerce and participates on the LINK consortia of agencies which meet regularly to coordinate services and share resources. All three offices participate in the Continuum of Care Council. In addition, CCC staff work closely with VCC staff to share job referrals, refugee educational opportunities, and staff training. Letters of support are attached.

Highly dependent on community support and professional staff, CCC has a tradition of helping refugees build new lives in the United States by mobilizing a wide range of resources. Culturally and linguistically appropriate services are critical to ensuring a successful refugee

adjustment. CCC staff seeks out information on the experiences and culture of the populations resettled by the offices and ensures all staff are well oriented. Staff are fluent in many of the languages of the refugee populations served; when it is necessary, trained interpreters are engaged to ensure appropriate communication. CCC overcomes transportation barriers in providing ELT and other outreach services by securing low or no-cost teaching sites at churches and community facilities that are accessible to client populations.

### **PROGRAM EVALUATION**

Current CCC staff has a number of years experience using the ONS VNIS database. New employees are trained by current staff on how to input information into VNIS and how to generate reports that will provide data needed to evaluate program outcomes and determine areas that need strengthened. Staff also participates in ONS trainings on VNIS.

CCC Resettlement Supervisors meet with staff regularly to review client case files, caseloads and program outcomes. RSS and TAP case files are maintained on each service recipient and reviewed monthly. Trimester reports are prepared for the state with client data and pertinent fiscal information, including YTD expenditures. This report portrays office activities, concerns, plans, and an analysis of cost per service. Services are evaluated based on client outcomes stated in the enclosed attachment. Primary measures of employment outcomes are measured by the number employed, salary and benefits provided and job retention. Feedback is sought from employers and refugees on placements.

The effectiveness of language instruction will be measured by client progress from one NRS level to another and the percent of refugees in employment services that are actively



enrolled in ELT. Attendance records from class sites are collected weekly. Class visitation and monthly reports from classroom teachers and home tutors indicate student achievement and inform the Education Coordinator of progress and plans in addition to the outcomes of post-testing. Calls and/or visits to students will ascertain reasons for unexcused absences and to inform students of participation requirements for VIEW and RSS Employment services compliance. Education Coordinators review aggregated data from the NRS to monitor progress in meeting program goals. Input from students, employers, instructors, community colleagues and other CCC Resettlement staff will be solicited and considered in adjusting instructional content.

### **Staffing**

CCC seeks to maintain a staff that reflects the diverse refugee population each office serves. This commitment is shown through having linguistically and ethnically appropriate employees. CCC's present staff is comprised of speakers of the following languages: Kirundi, Somali, Spanish, Serbo-Croatian, Russian, Arabic, French, Thai, Vietnamese, Khmer, Haitian Creole, Nepali and Burmese. As fewer numbers of each language group arrive, it is becoming more cost-effective to rely on trained interpreters.

CCC staff regularly communicates with one another through case review, referrals, in-service training, and ONS sponsored events. CCC Program Managers convene once a month to discuss policy and practice issues and have weekly phone conferences. Telephone communication between offices is frequent. Reports are filed monthly. Site visits by the Resettlement Services Division Director takes place as warranted. Performance is evaluated based on carrying out position responsibilities and achieving project goals in a professional and

timely manner. New employees are formally evaluated at 120 days and all employees participate in an annual performance appraisal. Abbreviated job descriptions are attached.

CCC staff has been stable over the years. The Program Managers and, frequently, the person vacating the position, train new hires. A procedures manual was recently developed to assist new and current staff in the CCC standards of resettlement. Staff complete mandatory CCC training. Additional training takes place as needs are identified. Speakers provide instruction on communication skills, health issues, housing laws and opportunities, mental health issues, cross cultural differences and how to serve client groups with sensitivity, and other identified areas of staff development.

A complete staff listing and an agency organizational chart are attached. The budget details staff deployment.

# Attachment B1 Budget Summary

## BUDGET SUMMARY - DSS FUNDS

RSS X TAP

CONTRACT PERIOD: FROM 10/01/2012 TO 9/30/2013 CONTRACTOR NAME: Commonwealth Catholic Charities

BUDGET CATEGORY	JUSTIFICATION (How costs were determined)	TOTAL DSS REQUEST
SALARIES	Estimate amount of time required for 28 staff in three offices (11.68 FTEs) to meet the needs of ONS to serve all RSS clients in Richmond, Roanoke & Hampton Roads. The calculation reflects a 2% salary adjustment on October 1, 2012 and a 1% turnover assumption.	321,222
EMP. BENEFITS	Payroll taxes were calculated based upon effective rate for each associate using the June 1, 2012 payroll data. Medical, including dental, life and disabilities was based upon the current level of participation by the staff and an assumed increased in healthcare rates of 10% effective January 1, 2013. The retirement and 403b program expense was calculated using the effective rate for each associate using the Jun 1, 2012 payroll.	93,918
POSTAGE	Postage expense prior RSS year actual annualized expense for the proposed staff in FY 13 assuming no postal rate increase.	1,000
RENT & UTILITIES	Occupancy, including Communications represents the expenses associated with 11.68 FTEs in Richmond, Roanoke and Newport News plus other rentals costs associated with ESL training, etc	38,700
EQUIPMENT	Rentals include the cost of leased workstations, copiers/fax/printers, etc., to support 11.68 FTEs plus the additional cost of an additional workstation rental in Newport for additional employment services and ESL training	4,500
PRINTING		



## Attachment B1 Budget Summary

BUDGET CATEGORY	JUSTIFICATION (How costs were determined)	TOTAL DSS REQUEST
CONSUMABLE SUPPLIES	Supplies represent the actual annualized expense for FY 12 adjusted for 11.68 FTEs plus a one-time expense of \$ 3500 for ESL accredited training materials	8,500
TRAVEL	Travel represents the estimated cost of mileage (\$ 0.50 per miles), vehicles rentals, tolls, lodging, etc. for 11.68 FTEs	13,000
OTHER: Insurance	Estimated cost of workmen's' compensation, auto/liability insurance based upon most current experience adjusted premiums paid to the Catholic Diocese of Richmond for 11.68 FTEs	3,500
OTHER: Professional fees	Estimated cost of payroll processing, benefit administrative expense, IT hardware support based upon actual annualized expenses for FY 12 adjusted for 11.68 FTEs	5,000
OTHER: Contractual	Facility use fee for providing computer skill training for employment purposes	20,000
OTHER: Audit	Estimated cost of A-133 compliance audit by independent auditors	1,000
OTHER: Other direct, including software support, other professional fees and administrative expenses	Estimated cost of software support and maintenance, recruiting and retention, training, etc. plus the costs associated with IT, HR, Finance and Management	21,000
<b>TOTAL REQUESTED FROM DSS</b>		<b>531,340</b>

\* Awarded funds cannot be used to supplant existing funds.

Attachment B 2

ITEMIZED BUDGET - SALARIES AND EMPLOYEE BENEFITS RSS X TAP

FROM 10/01/2012 TO 9/30/2013

CONTRACTOR NAME: Commonwealth Catholic Charities

STAFF POSITION	SALARIES	HOURS PER WEEK	% OF TIME ON PROJECT	ANNUAL SALARY	AMOUNT REQUESTED FROM DSS
1. Divisional Director		37.50	25.0	60,874	15,368
2. Program Manager		37.50	50.0	45,894	23,172
3. Program Manager		37.50	30.0	46,010	13,938
4. Resettlement Coordinator		37.50	30.0	40,239	12,190
5. Resettlement Coordinator		37.50	30.0	33,198	10,057
6. Resettlement Coordinator		37.50	30.0	33,198	10,057
7. Case Manager		37.50	35.0	26,119	9,231
8. Case Manager		37.50	35.0	25,899	9,153
9. Case Manager		37.50	35.0	29,962	10,589
10. Case Manager		37.50	35.0	29,364	10,378
11. Case Manager		37.50	35.0	25,604	9,049
12. Case Manager		37.50	35.0	26,737	9,450
13. Employment Specialist		37.50	35.0	28,876	10,206
14. Employment Specialist		37.50	50.0	28,876	14,579
15. Employment Specialist		37.50	50.0	30,090	15,192
16. WorkWise Trainer		20.00	100.0	14,560	14,703
17. WorkWise Trainer		20.00	100.0	14,560	14,703
18. Employment Worker		30.00	100.0	21,840	22,054
19. Employment Worker		30.00	100.0	21,840	22,054



Attachment B 2

<b>SALARIES</b>						
STAFF POSITION	HOURS PER WEEK	% OF TIME ON PROJECT	ANNUAL SALARY	AMOUNT REQUESTED FROM DSS		
20. ESL Specialist	10.00	100.0	10,400	10,502		
21. ESL Specialist	10.00	100.0	10,400	10,502		
22. ESL Specialist	10.00	100.0	10,400	10,502		
23. Resettlement Assistant	20.00	30.0	13,478	4,083		
24. Resettlement Assistant	18.75	30.0	12,529	3,795		
25. Resettlement Assistant	20.00	30.0	15,600	4,726		
26. Administrative Assistant	37.50	40.0	25,116	10,145		
27. Administrative Assistant	37.50	40.0	26,848	10,844		
<b>TOTAL SALARIES REQUESTED FROM DSS</b>				<b>321,222</b>		

**EMPLOYEE BENEFITS**

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS		
FICA, including state unemployment taxes	All staff	7.544%	53,451	21,995		
RETIREMENT	All except 16-24	3.266%	23,140	8,334		
HEALTH INSURANCE, including dental, life and disability	All except 16, 17, 20-24	16.238%	115,051	57,615		
WORKER'S COMPENSATION (included in insurance)						
UNEMPLOYMENT						
OTHER (SPECIFY): 403B Match	All except 5, 7, 10, 12, 16-24	2.284%	16,187	5,974		
<b>TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS</b>				<b>93,918</b>		



ATTACHMENT B 3

ITEMIZED BUDGET - OTHER PROPOSED EXPENSES      RSS:   X      TAP:       

CONTRACT PERIOD: FROM 10/01/2012 TO 09/30/2013      CONTRACTOR NAME: Commonwealth Catholic Charities

LINE ITEM	JUSTIFICATION (How costs were determined)	PROPOSED DSS FUNDS
<b>POSTAGE TOTAL</b>		1,000
Administrative		
Program	Postage expense represents prior RSS year actual annualized expense adjusted for the proposed staff size in FY 13 assuming to postal rate increase.	1,000
<b>RENT AND UTILITIES TOTAL</b>		38,700
Rent	Occupancy represents the prorated facility expense (rent, maintenance, janitorial) for 11.68 FTEs in Richmond, Roanoke and Newport News and the rentals costs associated with ESL training, etc.	18,300
Utilities	Utilities represent prorated cost of gas, light, water for the Roanoke based associates.	3,000
Telephone	Communication expense represents the estimated cost of the voice and data (PaeTec, Cox Communications, Telemaxx, Verizon Wireless, etc) for 11.68 FTEs	17,400
<b>EQUIPMENT TOTAL</b>		4,500
Equipment Purchase		

ATTACHMENT B 3

Equipment Rental	Rentals include the cost of leased workstations, copiers/fax/printers, etc., to support 11.68 FTEs plus the additional cost of an additional workstation(s) rental in Newport for additional employment services and ESL training		4,500
<b>PRINTING TOTAL</b>			
Administrative			
Program			
<b>CONSUMABLE SUPPLIES TOTAL</b>			8,500
Office			
Program	Supplies represent the actual annualized expense for FY 12 adjusted for 11.68 FTEs plus a one-time expense up to \$5,000 for ESL accredited training materials		8,500

**ITEMIZED BUDGET - OTHER PROPOSED EXPENSES**

CONTRACT PERIOD: FROM 10/01/2012 TO 9/30/2013

LINE ITEM	JUSTIFICATION (How costs were determined)	PROPOSED DSS FUNDS
<b>TRAVEL TOTAL</b>		13,000
Administrative		
Program	Travel represents the estimated cost of mileage (\$ 0.50 per mile), vehicles rentals, tolls, lodging, etc. for 11.68 FTEs assuming no material changes in fuel prices	13,000
<b>OTHER TOTAL</b>		50,500
Insurance	Estimated cost of workmen's' compensation, auto/liability insurance based upon most current experience adjusted premiums paid to the Catholic Diocese of Richmond for 11.68 FTEs	3,500
Professional Fees	Estimated cost of payroll processing, benefit administrative expense, IT hardware support based upon actual annualized expenses for FY 12 adjusted for 11.68 FTEs	5,000
Client Fund		
Other: Contractual	Facility use fee for providing computer skill training for employment purposes	20,000



**ATTACHMENT B 3**

Other: Audit and compliance	Estimated cost of A-133 compliance audit by independent auditors for federal fund award in excess of \$ 50,000	1,000
Other: Other direct including administration	Estimated cost of software support/upgrades and maintenance/consulting, recruiting and retention, training, etc. plus the costs associated with IT, HR, Finance and Management support	21,000
Other (specify)		
Other (specify)		
Other (specify)		
Other (specify)		

**TOTAL AMOUNT REQUESTED FROM DSS: \$ 116,200**

**Commonwealth Catholic Charities  
Refugee Social Services RFP  
Budget Narrative  
October 1, 2012 to September 30, 2013**

Commonwealth Catholic Charities ("the Agency") has prepared a \$ 531,340 annual budget for the federal fiscal year ended September 30, 2012 ("FY 13") to serve the Department of Newcomer Services as the sole provider for Refugee Social Services in the Roanoke, Richmond and Hampton Roads areas. The FY 13 budget assumes that the Agency will provide social services to approximately 400 individuals (Roanoke -120, Richmond -140 and Hampton Roads-140).

**Salaries and Employee Benefits**

The FY 13 salary and employee benefit budget (\$ 415,140) reflects 11.68 Full time equivalents ("FTEs") in three offices under the direction of a Divisional Director, headquartered in Newport News to provide services and meet the needs of 400 refugees. The budget includes the proposed hiring of four Employment Workers in Richmond and Hampton Road working a combined total of 100 hours per week plus three ESL Workers (Richmond, Roanoke and Hampton Roads) working a combined total of 30 hours week. The additional staffing for employment services reflects the additional case load required as the sole provider of services in those markets whereas the ESL workers reflect the additional emphasis placed by the Agency to provide ESL services to assist individuals in the work place, etc.

The salaries and employee benefit expenses include the annualized salary expenses of the 11.68 FTEs which include a proposed 2% salary adjustment on October 1, 2012 and no changes to the Agency's current benefit structure. The Agency anticipates that healthcare expenses will continue to increase and the FY 13 budget reflects a 10% increase in premiums on January 1, 2013. The retirement and 403B expenses were budgeted using each associates current and future eligibility in the retirement plan and current or anticipated participation in the 403B plan.

**Other Proposed Expenses**

The FY 13 other proposed expenses (\$ 116,200) includes the direct expenses associated with 11.68 FTEs in three offices, including postage, occupancy, equipment, supplies, travel and other expenses such as insurance, professional fees, contractual services, A-133 audit compliance fees and the direct expenses i.e. software support, other professional fees and administrative support for the Information Technology, Human Resource and Accounting functions.

The expenses for postage, occupancy (including communications), equipment rental, supplies, travel, insurance and professional fees were budgeted by reviewing the FY 12 annualized expenses for those expenses and then adjusted for the additional anticipated workloads in Richmond and Hampton Roads as the sole service provider and anticipated fee increases from vendors.

The contractual fee represents the Agency estimated cost of renting a third party training facility to provide IT skills to refugees.

The audit fee represents the Agency's estimate of the incremental audit expense for the A-133 compliance fee for a federal funds award in excess of \$ 50,000.

Other expenses, including software support, other professional fees and administrative support for IT, HR and accounting were budgeted using FY 12 annualized expenses for those expenses and adjusted for the anticipated increased workloads to appropriately staff new positions, provide additional software/IT support, etc.

## ATTACHMENT A



### VIRGINIA OFFICE OF NEWCOMER SERVICES

#### PROPOSED PERFORMANCE GOALS

##### EMPLOYMENT

**NAME OF APPLICANT:** Commonwealth Catholic Charities

**PROGRAM:** RSS (Specify RSS or TAP)

**PERIOD:** October 1, 2012 – September 30, 2013

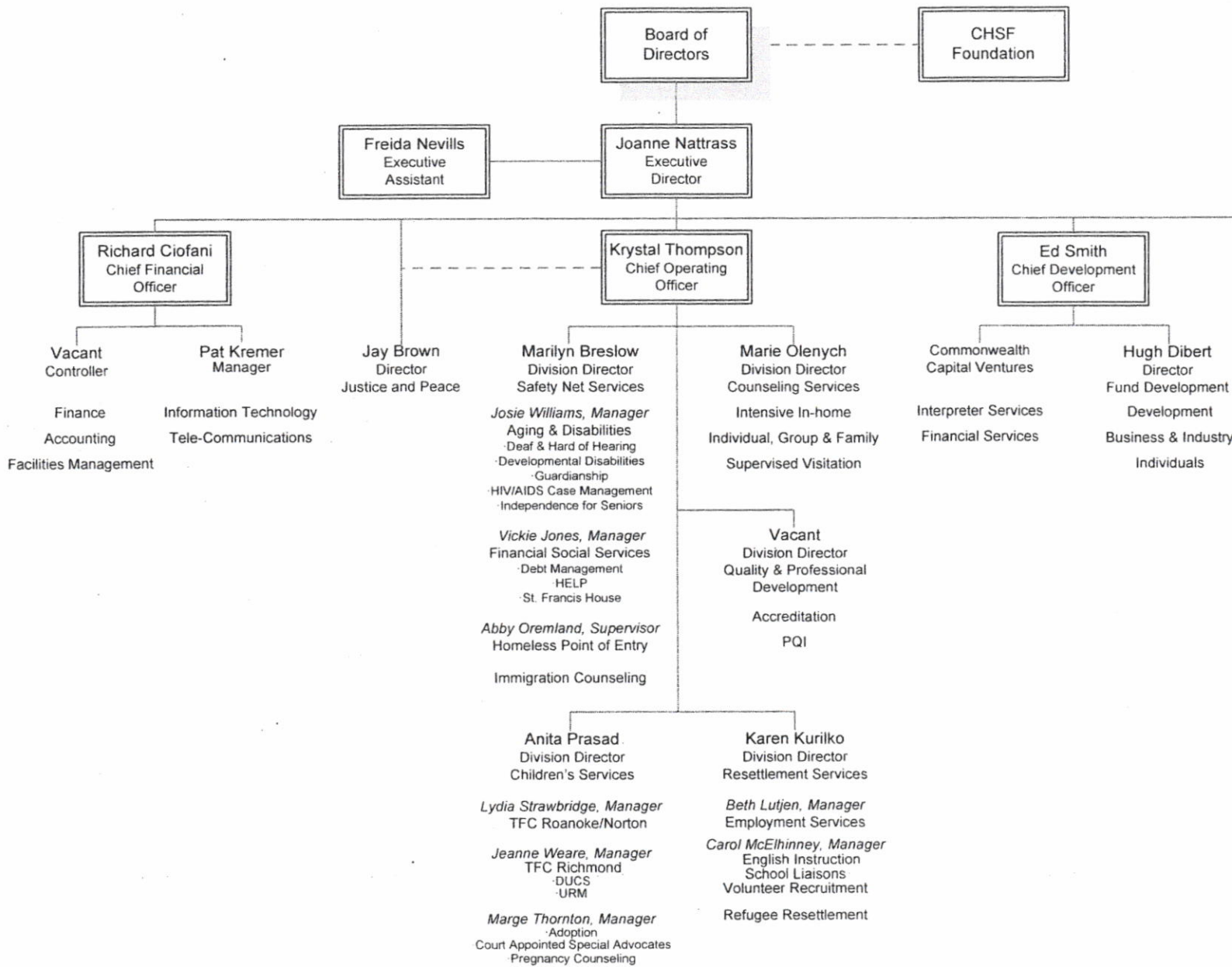
**PROPOSED FUNDING:** \$531,340

Unduplicated number of persons to be served with employment services	<u>400</u>
Number of all job placements	<u>320 (80%)</u>
Number of full time job placements	<u>256 (80%)</u>
Refugee Cash Assistance terminations due to earnings through job placements	<u>75%</u>
Average hourly wage of all job placements	<u>\$9.15</u>
Number of full time job placements that offer health benefits within 90 days after employment	<u>192 (75%)</u>
Number of jobs in which client placed is still employed 90 days after placement (Employment Retention)	<u>256 (80%)</u>



# COMMONWEALTH CATHOLIC CHARITIES

## Organizational Chart





## Agency Board of Directors Roster 2012

### Executive Committee

Chair:	David Belde
Vice Chair:	Kathleen M. McCauley
Treasurer:	Stanley Huddleston
Secretary:	Mary Margaret Kastelberg
Regional Advisory Committee Richmond:	Kathy Santini
Regional Advisory Committee Roanoke:	Charles G. (Chuck) Marlowe
Past Chair:	Patrick Heinen

### Directory

**Paula Allocca**  
Manakin-Sabot, VA 23103

Nurse Practitioner  
Bon Secours Richmond Community Hospital

**David Belde**  
Richmond, VA

Vice President, Mission & Ethics  
Bon Secours Virginia Health Systems

**Rev. J. Morton Biber**  
Petersburg, VA

Pastor  
St. Joseph Catholic Church

**Joseph Boisineau**  
Midlothian, VA

Retired, Dispute Resolution Specialist  
Department of Agriculture & Consumer Services

**Gerald D. Brittle**  
Richmond, VA

Director, Project Management, Business/Creative Writing  
Global Access

**Richard Dash**  
Midlothian, VA

Retired, Senior Vice President  
Quantum Resources

**Richard Derrico**  
Bent Mountain, VA

Attorney  
Copenhaver, Ellett & Derrico

**James K. Dill**  
Roanoke, VA

Executive Director  
The Virginia College Fund

**Randal (Randy) J. Gatzke**  
Roanoke, VA

Accountant  
Cherry, Bekaert & Holland, LLP

**Patrick Heinen**  
Richmond, VA

Attorney  
Spinella, Owings & Shaia, PC

**Agency Board of Directors (Continued)**

<b>Stanley (Stan) Huddleston</b> Midlothian, VA	Principal, Principal Governance Risk Compliance Advisers, LLC
<b>Richard B. Jackson</b> Midlothian, VA	Retired, Senior Vice President, Administration Reynolds Metals International Division
<b>Mary Margaret Kastelberg</b> Richmond, VA	Real Estate Associate Newman and Wright RLLP
<b>Tulinh Le</b> Midlothian, VA 23112	Director of Pharmacy Services St. Francis Medical Center
<b>Charles G. (Chuck) Marlowe</b> Roanoke, VA	Retired ITT Industries
<b>Kathleen M. McCauley</b> Richmond, VA	Attorney Goodman, Allen & Filetti, PLLC
<b>Benjamin Miles</b> Richmond, VA	Retired Radio Broadcasting
<b>Cliona Mary Robb</b> Richmond, VA	Attorney Christian & Barton, LLP
<b>Laura Sanchez del Solar</b> Henrico, VA 23229	Director Virginia Hispanic Chamber of Commerce Foundation
<b>Kathy Santini</b> Richmond, VA	VP, Surgical Services Bon Secours Health System
<b>Benjamin P. Scafidi</b> North Chesterfield, VA	Retired, Director of Development Commonwealth Catholic Charities
<b>Tulsa Sharma</b> Richmond, VA	Medical Office Specialist Virginia Cancer Institute
<b>Paul Sinclair</b> Richmond, VA	IT Consultant/Owner Technology Solutions Group, LLC
<b>Joanne D. Natrass</b> Richmond, VA	Executive Director Commonwealth Catholic Charities





Richmond (Main Office)  
1512 Willow Lawn Drive  
P.O. Box 6565  
Richmond, VA 23230  
804.285.5900  
804.285.9130 Fax  
804.285.1630 TTY

June 18, 2012

Fiscal Letter

Commonwealth Catholic Charities ("the Agency") is required to engage an independent auditor to perform an annual audit of the Agency's financial statements. As of September 30, 2012, the date of the Agency's most recent audit, the report of the independent auditors, Dixon Hughes Goodman, LLC, indicated that the Agency reported unrestricted net assets of \$1,495,369, cash and equivalents balance of \$1,293,547 and did not report any indebtedness to a financial institution.

Based upon the unaudited financial results for the 8 months ended May 31, 2012, there have been no material adverse changes to the Agency's financial position since September 30, 2011; and the Agency balance sheet remains very strong and debt free.

In the opinion of management, the Agency is financially solvent and has sufficient resources to enter into a contract and administer the program as specified in RFP No. CVS-12-089..

Sincerely,

Joanne D Natrass  
Executive Director

Richard Ciofani, CPA  
Chief Financial Officer

Hampton 1615 Kecoughtan Road Hampton, VA 23661 757.247.3600 757.247.1070 Fax  
Norton 507 Park Avenue, SW Norton, VA 24273 276.679.1195 276.679.2791 Fax  
Roanoke 541 Luck Avenue, SW Suite 118 Roanoke, VA 24016 540.342.0411 540.342.3307 Fax  
Roanoke 820 Campbell Avenue, SW Roanoke, VA 24016 540.342.7561 540.344.7513 Fax

agency@cccova.org  
www.cccova.org



June 6, 2012

Karen Kurilko  
Director, Resettlement Services  
Commonwealth Catholic Charities  
12284 Warwick Boulevard, Suite 1-G  
Newport News, VA 23606

Dear Karen,

As a non-profit colleague I would like to express my support for your agency to continue receiving Refugee Social Service funding. At the Foodbank we understand the need for support and the climate in which we currently struggle to serve those in need. I have seen the newly arriving refugees when they come on a field trip and I appreciate the education we are able to collaborate on providing them. I cannot imagine the grave circumstances they have experienced but I am sure I would want to experience the caring and patience I have seen your staff extend to them and to the Foodbank staff.

Assistance for our programs comes from many sources and like us, you too have many relationships with other organizations. I know that we have benefitted from having your clients come to the Foodbank so that they understand not only who we are and how we can help, but also so that we can gain an appreciation for how we can best serve them.

Then there is the education they are gaining about food in America—they are able to have hands-on information about the many new items they will see in stores while being in a non-threatening environment. This goes along with the vital information they receive from the Virginia Cooperative Extension as they give them instruction on proper preparation and information on healthy eating.

Their experience here, while short, also gives them some basic employment skills as they learn to identify brands and stock shelves. Without the many experiences your agency offers the refugees, they would be less informed and less capable of integrating into their new lives.

I hope that you will continue to receive funding from RSS so that you may continue to serve your clients and offer them experiences that will enhance their English language and employment skills.

Sincerely,

A handwritten signature in dark ink, appearing to read "Donna Tighe". The signature is fluid and cursive, written over a faint, large watermark that says "Hunger Relief".

Donna Tighe  
Volunteer Program and Community Events Manager

**COMMONWEALTH OF VIRGINIA**

*Alleghany Health District  
Roanoke City Health District*

*Serving the People of:  
Alleghany County  
Botetourt County  
Craig County  
Roanoke County  
City of Clifton Forge  
City of Covington  
City of Roanoke  
City of Salem*

June 4, 2012

Karen Kurilko  
Director  
Commonwealth Catholic Charities  
Resettlement Services  
1512 Willow Lawn Dr.  
Richmond, VA 23230

Dear Ms. Kurilko:

I am pleased to write this letter of support for your agency to receive continued Refugee Social Service funding. The Roanoke Health Department (RCHD) has many years of positive experience working with the Refugee Resettlement Services of Commonwealth Catholic Charities. In anticipation of each refugee arrival, a CCC staff person makes an appointment for a health screening to ensure this important public safety procedure happens within 30 days of entrance into our community.

Health department staff work with new arrivals and CCC staff to ensure that infectious diseases and parasites are diagnosed and treated, inoculations are up-to-date and that other health issues identified. CCC staff work with our nurses to ensure that follow up appointments are made and kept, that schools are provided with vaccination records and that the refugees understand that this information is here in our records when he or she applies for permanent residence within one year.

Refugee adults receive Medicaid for eight months after arrival. CCC staff helps newcomers file for Medicaid and ensures that the family is assigned a primary care physician close to home. Staff responds promptly to address health problems, so problems are alleviated as soon as possible in order to obtain treatment within the eight month time period.

Most refugees are working when their Medicaid expires. While their children usually qualify for Family Access to Medical Insurance Security (FAMIS), often the adults have no coverage. CCC staff advises refugees on how to negotiate the health care system, including what warrants a doctor's attention and what just needs time. CCC staff advise refugees of free clinics that can be accessed for treatment when they no longer have other

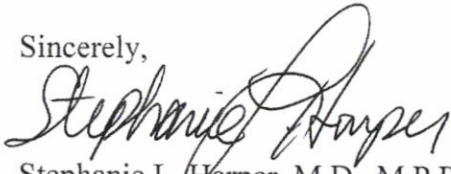


medical insurance. When emergency hospitalization takes place, CCC helps the refugee to apply for fee waivers and coordinates access to other funding streams.

CCC takes a holistic view to refugee health, educating the new refugee arrival to hygienic norms, nutrition and to the benefits of and what constitutes a healthy lifestyle. The agency has been mindful of flu educational needs and has worked with our staff on developing plans for reaching the various refugee populations should such an emergency arise. When it was clear that refugee health issues needed more attention, the resettlement agency took steps to acquire local grant funding of a Health Care Coordinator.

The RCHD staff has found CCC to be a professional and caring partner in addressing the health needs of the refugee community in our area. We look forward to working with you for years to come enabling refugees to regain their strength and move to self-sufficiency.

Sincerely,

A handwritten signature in black ink, appearing to read "Stephanie Harper". The signature is fluid and cursive, with the first name "Stephanie" being more prominent than the last name "Harper".

Stephanie L. Harper, M.D., M.P.P.  
Health Director



June 18, 2012

Karen Kurilko  
Director, Resettlement Services  
Commonwealth Catholic Charities  
12284 Warwick Boulevard, Suite 1-G  
Newport News, VA 23606

Dear Karen,

As the Business Development Officer at Langley Federal Credit Union, I am pleased to write this letter of support for your agency to receive continued resources from Refugee Social Service funding. Throughout my tenure of presenting vital information to your clients about banking, the importance of credit, checking accounts, and basic money matters I have come to appreciate the importance of a refugee resettlement program, and in particular the hard work and dedication of your staff as they work with the refugee population.

I am privileged to attend the English language class where I meet refugees from across the globe who are here in pursuit of safety and freedom. I have watched as the instructors guide them through the labyrinth of nuances in our language, and I get to witness a light that comes on in the refugees as they take steps toward understanding their new world.

I was pleased to see that the classroom was recently updated with a new paint job, visual maps, and other signs and symbols. I think the room is now more conducive to learning because of the added touches, and I laud your staff for creating this new environment.

The services you provide are vital not only to the refugees but to the community as well. Without them, the refugees would have an extremely difficult experience trying to understand how things operate in the United States, and we would have difficulty providing them comprehensive services. I hope that you will get the much needed Refugee Social Service funding to continue your mission.

Sincerely,

A handwritten signature in cursive script that reads "Kathy Monteith".

Kathy Monteith  
Business Development Officer

# COMMONWEALTH OF VIRGINIA

## HAMPTON HEALTH DISTRICT

3130 Victoria Boulevard  
Hampton, Virginia 23661-1588

14 June 2012

Karen Kurilko  
Director, Resettlement Services  
Commonwealth Catholic Charities  
12284 Warwick Boulevard, Suite 1-G  
Newport News, VA 23606

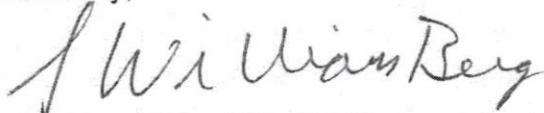
The Hampton Health District is pleased to offer its strong support of Commonwealth Catholic Charities (CCC) as it requests continued Refugee Social Service funding for its Refugee Resettlement Program. The district has a long and very positive relationship of working with CCC in this important effort. We look forward to the years of future collaboration this funding will help make possible.

Over the years, the teamwork between the district and CCC has enabled us to mutually refine and improve the refugee health screening process on a continual basis. CCC-provided translators help ensure that our staff gets and provides detailed, accurate medical information in a way that maintains critical confidentiality concerning sensitive personal medical information. Necessary follow-up services and referrals are identified and carried through smoothly and effectively. We have also been able to offer needed immunizations, which are critical for children to allow them to attend school.

These joint efforts have helped refugees navigate the healthcare system, apply for services, access physicians closer to their residences, and distinguish between minor ailments and those that require a doctor's care.

CCC has been a highly professional and caring partner in addressing the healthcare needs of the refugee community in the Hampton Roads area. We look forward to working with it for years to come in helping refugees regain and maintain their health and welfare as they move toward self-sufficiency.

Sincerely,



S. William Berg, MD, MPH  
Director





City of Hampton

June 15, 2012

Karen Kurilko  
Director, Resettlement Services  
Commonwealth Catholic Charities  
12284 Warwick Boulevard, Suite 1-G  
Newport News, VA 23606

Dear Karen:

In your endeavor to continue receiving Refugee Social Service (RSS) funding, I would like to take a moment to endorse your efforts. The Hampton Department of Human Services works with your agency on an almost daily basis, and over the years we have become strong allies as we assist refugees in their quest to thrive after facing severe adversity.

In the United States, we strive to assist those who cannot help themselves with the basic necessities of life. To this end, your agency provides a guiding hand as refugees go through the daunting process of understanding and pursuing social service benefits. We have worked together to minimize wait times for receipt of services while ensuring that paperwork and service standards are continually met.

Without our collaboration, refugees could become "lost in the system" and their futures would be tantamount to adversity yet again. Through sustained communication and understanding our mutual casework staff has forged a path toward hope and self-sufficiency.

As our relationship continues and grows stronger, I highly recommend that RSS funding be granted to your agency.

Sincerely,

Wanda E. Rogers  
Director

DEPARTMENT OF HUMAN SERVICES  
DIVISION OF SOCIAL SERVICES  
1320 LASALLE AVENUE, HAMPTON, VIRGINIA 23669





**EMERGENCY MANAGEMENT**

513 Oyster Point Road • Newport News, Virginia 23602  
Phone: (757) 269-2904 • Fax: (757) 269-2905

**Dana Perry**  
dperry@nngov.com

June 6, 2012

Karen Kurilko  
Director, Resettlement Services  
Commonwealth Catholic Charities  
12284 Warwick Boulevard, Suite 1-G  
Newport News, VA 23606

Dear Karen,

I would like to take a moment to offer you my strong support and endorsement to receive Refugee Social Service funding. As part of the Newport News Emergency Management Team, I encounter many groups to whom I give information about emergency preparedness, medical and fire issues, terrorism and other emergencies.

Your department is unique from others because you are serving people who have come from their own countries often war-torn, or terrorized themselves. While many of the refugees you serve are limited in their English language skills, I know that they have gained knowledge through these presentations that will help keep them safe and secure.

Without your agency stepping up and collaborating with many outside resources, this segment of people would probably wonder why the U.S. invited them here at all. The network you have created to assist the refugees is like a safety net under a tightrope. As the refugees work their way through our system, they may fall, but your agency and all your partner agencies are there to help ensure they can keep moving.

RSS funding is necessary to help ensure that the quality of information and education you give your clients remains at the high level to which your agency subscribes. Without it, and the ability to grow your internal programs for the refugees, they would not be equipped to handle emergencies such as weather or medical situations.

Again, I strongly support that you receive RSS funding and I look forward to our continued relationship.

Sincerely,

Dana I. Perry  
Emergency Management Technician

Jane Mendenhall, Resettlement Coordinator  
Resettlement Services,  
Commonwealth Catholic Charities  
1512 Willow Lawn Dr.  
Richmond, VA 23230

6-20-12

Dear Jane:

As a long term colleague, I am pleased to write this letter of support for your agency to receive continued Refugee Social Service funding. I have been working with Commonwealth Catholic Charities Resettlement Programs for 6 years, dealing with a wide variety of issues around refugee and immigrant integration, for example their ESL program and tutoring and Homework help for children in Public School.

CCC helped to pull together agencies to deal with many of the issues that the refugee community faces in the Richmond area. I've seen the Resettlement agencies work together to facilitate and lead all the EL Civics classes, taught by CCC volunteers. The classes open for local representatives to discuss topics with the refugees such health, nutrition, finances, mental health, personal safety, renters rights and duties, etc. The police, health department officials, cooperative extension agents, school representatives, and many others have come to discuss all of these important matters with the refugees. This no doubt further educates them and makes them better citizens.

The Richmond Refugee Dialogue is often facilitated by Commonwealth Catholic Charities as they share in the hosting duties along with a few other group members. This has brought together all those working with refugees in the Richmond area and we are updated of the successes and struggles that each agency is currently facing. We have enjoyed working with CCC in order to determine ways to help them alleviate any hardships the refugees unduly face. This dialogue group is a benefit to the community.

I look forward to working with you on addressing many of our community's challenges. I would be happy to expand on our years of kindly working together. I hope for many more years of helping you serve these welcomed guests.

Sincerely,

*Samina Abdullah*

Samina Abdullah  
Islamic Center of Virginia  
1241 Buford Road.  
Richmond, VA 23235



Parent Resource Center  
Richmond Public Schools  
Richmond Technical Center North  
2015 Seddon Way  
Richmond, VA 23230

June 11, 2012

Ms. Carol McElhinney  
Commonwealth Catholic Charities  
Resettlement Program  
1512 Willow Lawn Drive  
Richmond, VA 23230

Dear Ms. McElhinney:

As a long-term colleague, I am pleased to write this letter of support for your agency to receive continued Refugee Social Service funding. The ESL School and Community Group has been working with Commonwealth Catholic Charities Resettlement services (since its inception nine years ago), dealing with a wide variety of issues around refugee and immigrant integration.

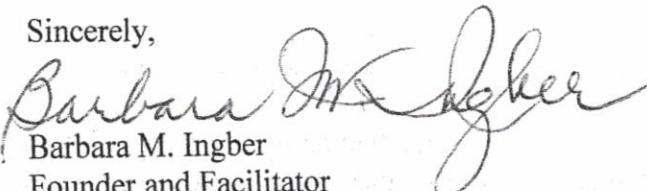
CCC works with myriad community agencies to address the needs of refugees. Service providers know that they can turn to CCC with questions about culture, language, and immigration and will be helped.

Your regular participation in the ESL School and Community Group provides cultural insight to other service providers and makes it easier for them to extend services to the refugee and new immigrant community. The diverse membership of the Richmond area ESL School and Community Group ensures good intra-agency communication, planning and problem solving.

CCC strives to make information available and encourages joint development and sharing of resources.

We look forward to working with you on addressing many of our community's challenges and would be happy to expand on our years of partnership.

Sincerely,

  
Barbara M. Ingber  
Founder and Facilitator  
ESL School and Community Group

Steve Blanchard  
Minister of Christian Compassion  
First Baptist Church  
2709 Monument Ave  
Richmond, VA 23230

Dear Jane:

As a long term colleague, I am pleased to write this letter of support for your agency to receive continued Refugee Social Service funding. We here at First Baptist have been working with Commonwealth Catholic Charities Resettlement Programs for three years, dealing with numerous issues concerning refugee and immigrant integration such as the coordination of better and more effective service delivery and the bringing together of the refugee services community which has resulted in a more unified and cohesive resettlement effort.

In addition, CCC helped to pull together agencies to deal with the incursion of Cambodian gangs in Chesterfield. The Limited English Service Providers partnership, now CERCA, was and is comprised of representatives from the cooperative Extension Service, schools, police, libraries, area churches, apartment managers, the health department, the Boys and Girls Club, the Capitol Area Training Consortium, mental health and the department of recreation. These colleagues come together regularly to identify needs and strategize on how best to address newcomer challenges.

Five years ago CCC and city agencies came together as a city coalition to address immigrant needs. This led to the formation of a city office to address Hispanic needs. The relationships formed eventually led to the creation of the region wide intra-agency network: Colaborando Juntos.

Four years ago CCC created the Henrico Refugee Coalition. This body consists of eight local agencies and meets quarterly to discuss the needs of the refugee and immigrant communities.

CCC works with myriad community agencies to address the needs of refugees. Service providers know that they can turn to RIS with questions about culture, language, and immigration and will be helped. CCC strives to make information available and encourages joint development and sharing of resources. I know you have advocated for state Department of Education translated school forms web site and that you are working on the Navigating the Health Care system project.

I look forward to working with you on addressing many of our community's challenges. I would be happy to expand on our years of partnership with any funder.

Sincerely,

Steve Blanchard  


# OMNI HOTELS

newport news | virginia

June 21, 2012

Ms. Karen Kurilko  
Commonwealth Catholic Charities  
12284 Warwick Boulevard, Suite 1-G  
Newport News, VA 23606

Dear Ms. Kurilko,

Omni Newport News Hotel has been employing refugees and working with Commonwealth Catholic Charities since 2008. We find the staff of CCC to be attuned to our needs for reliable workers who understand their responsibilities. CCC orients new arrivals to what is expected on the job and their specific responsibilities. Staff work very hard to make sure transportation and child care is arranged with back up plans should things not work out.

CCC wants to make sure their clients have appropriate vocabulary for the job they are assigned. Our supervisors are asked for vocabulary lists and terms used on a regular basis. Safety is a major concern and CCC ensures new hires are aware of procedures and are appropriately equipped.

We would not continue to employ speakers of such exotic linguistic backgrounds if we did not have the assistance of the CCC staff. They are continually helping us to recruit viable, hard working employees to the Omni Newport News Hotel. We are happy to write this letter of support for their continued funding.

Best Regards,



Amy B. Etheridge  
Human Resources / Loss Prevention

1000 Omni Blvd., Newport News, VA, 23606



**Commonwealth Catholic Charities  
Job Description**

**Division Director Resettlement Services**

**SUMMARY:** Responsible for providing leadership, direction and oversight to all resettlement services programs at Commonwealth Catholic Charities by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include but not limited to the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assess resettlement services needs in Virginia; oversees the development of new resettlement services programs or expansion of resettlement services programs
- Ensure the effective provision and delivery of resettlement services through program planning, compliance with regulatory standards, and best practice standards
- Build and maintain relationships with key stakeholders and partners in the resettlement services arena.
- Provide supervision of all resettlement services managers and staff directly or through others, evaluate and ensure training and development needs are met
- Ensure cost effective service delivery, prepare and reconcile budgets for assigned programs; respond to budget variances as needed.
- Develop, review, assess, and strengthen policies and procedures related to the Resettlement Services program.
- Monitor and enhance program effectiveness; work with PQI staff to develop and implement evidence based practice model and solid outcome measurement reporting.
- Oversee the collection of program data and preparation of reports to meet agency, state, federal and local requirements.
- Participate in overall promotion of the programs within the community.
- Represent the Agency in the community and workplace in a professional and ethical manner.
- Demonstrate sensitivity to the service population's cultural and socioeconomic characteristics.
- Demonstrate strong interpersonal, decision-making, problem-solving, oral, and written skills.
- Utilizes a basic knowledge of Microsoft Office applications.

**EDUCATION and/or EXPERIENCE:** Master's Degree in human services, business or a related field. At least five years of administrative experience including grants management and work with volunteers is required. An understanding of the immigrant/minority experience is preferred. Familiarity with community agencies and an ability to act as an advocate for clients is necessary.

**WORK ENVIRONMENT:** The work environment is favorable.

**DIRECT REPORTS:** Education Program Manager; Employment Program Manager; Resettlement Supervisors

**Commonwealth Catholic Charities  
Job Description**

## **Program Manager, Education Services**

**SUMMARY:** Responsible for managing all aspects of the Education Program, including development, budgeting, quality assurance, networking, collaboration, and staff supervision.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include but not limited to the following. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Manages all aspects of the Education Service Programs in accordance with grant requirements.
- In conjunction with the Director, develops and monitors procedures in compliance with agency, state, and federal requirements.
- Directly supervises and evaluates capabilities of staff to achieve program goals.
- Conducts program staff meetings and individual supervision on a regular basis.
- Encourages program development and innovations and creates new services as needed.
- Interprets agency policy and explains program standards and goals as needed to staff, government officials, and general public.
- Prepares budgets and monitors program expenses as directed.
- Prepares and submits monthly, quarterly and annual reports as required.
- Develops and monitors program goals and objectives to meet agency strategic plans.
- Maintains and develops working relationships with external agencies/programs.
- Assists in the development and writing of grant proposals.
- Prepares and submits petty cash refills monthly and ensures weekly bank deposits are made.
- Performs and/or coordinates public relations/fundraising activities for programs and agency as necessary.
- Oversight of facilities issues as assigned.
- Attends meetings and conferences as required.
- Communicates openly with Director to ensure program, Agency, grants, budgets, and personnel requirements are accomplished.
- Promotes staff professional growth through established training requirements.
- Prepares for USCCB, DoS, ONS, or others authorized to inspect program by ensuring supervised staff has required documentation completed and filed appropriately.
- Represents the Agency in the community and workplace in a professional and ethical manner.
- Demonstrates sensitivity to the service population's cultural and socioeconomic characteristics.
- Demonstrates strong interpersonal, decision-making, problem-solving, oral, and written skills.
- Must be proficient with standard Microsoft Office Suite, Outlook, Word, Excel, and PowerPoint.

**EDUCATION and/or EXPERIENCE:** A master's degree in human services, business or related field plus three years of experience in providing casework services to children and families including one year of experience as an administrator or supervisor of casework services; or equivalent combination of education and experience.

**WORK ENVIRONMENT:** The work environment is favorable.

**DIRECT REPORTS:** Education Coordinators  
School/Community Liaisons



**Commonwealth Catholic Charities  
Job Description**

## **Employment Services Program Manager**

**SUMMARY:** Responsible for managing all aspects of Employment and Volunteer Programs, to include program development, budgeting, quality assurance, networking, collaboration and staff supervision.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include but not limited to the following. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Manages all aspects of the Employment Services and Volunteer Programs in accordance with grant requirements.
- In conjunction with the Director, develops and monitors procedures in compliance with agency, state, and federal requirements.
- Interprets agency policy and explains program standards and goals as needed to staff, government officials, and general public.
- Develops and monitors program goals and objectives to meet agency strategic plans.
- Maintains and develops working relationships with external agencies/programs.
- Encourages program development and innovations, and creates new services as needed and directed.
- Prepares budgets and monitors program expenses as directed.
- Prepares and submits petty cash refills monthly and ensures weekly bank deposits are made.
- Prepares and submits monthly, quarterly and annual reports as required.
- Assists in the development and writing of grant proposals.
- Performs and/or coordinates public relations/fundraising activities for programs and agency as needed and directed.
- Directly supervises and evaluates capabilities of staff to achieve program goals.
- Conducts program staff meetings and individual supervision on a regular basis
- Promotes staff professional growth through established training requirements.
- Oversight of facilities issues as assigned.
- Attends meetings and conferences as required.
- Communicates openly with Director to ensure program, Agency, grant, budget, and personnel requirements are accomplished.
- Prepares for USCCB, DoS, ONS or others authorized to inspect program files by ensuring supervised staff has required documentation completed and filed appropriately.
- Demonstrates sensitivity to the service population's cultural and socioeconomic characteristics.
- Represents the Agency in the community and workplace in a professional and ethical manner.
- Demonstrates strong interpersonal, decision-making, problem-solving, oral, and written skills.
- Must be proficient with standard Microsoft Office Suite, Outlook, Word, Excel, and PowerPoint.

**EDUCATION and/or EXPERIENCE:** A master's degree in business or related field plus three years of experience in providing services to refugees including one year of experience as an administrator or supervisor of casework services; or equivalent combination of education and experience.

**WORK ENVIRONMENT:** The work environment is favorable.

**DIRECT REPORTS:** Employment Specialists, Volunteer Coordinators, Local Administrative Assistant



**Commonwealth Catholic Charities  
Job Description**

**Education Coordinator**

**SUMMARY:** Plan and implement an English Literacy/Civics Education program addressing refugee and immigrant needs

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include but not limited to the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Administers a program to provide English language/civic education to limited English proficient adult refugees and immigrants, in fulfillment of grant requirements
- Establishes class sites in or accessible to underserved populations
- Coordinates educational services with local school administrators and other ELT providers
- Provides feedback to referral sources
- Evaluates new materials for possible program use
- Orders and maintains inventory of instructional materials
- Trains, places and supervises volunteer and paid ELT instructors
- Assures that students and tutors are introduced
- Provides frequent follow-up, observation and support to instructors
- Interviews and provides placement testing and collaborates with students on development of written education plans and assures that plans are updated
- Assures post-testing of students at requisite intervals
- Facilitates enrollment in appropriate classes or programs as students progress
- Tracks and assures entry of data into NRS, VNIS, Harmony, and case records
- Maintains records and prepares and submits reports as required.
- Represents the Agency in the community and workplace in a professional and ethical manner
- Provides educational and training resource information to students
- Provides instructor in-service training two times per year
- Attends weekly case review meetings.

**EDUCATION and/or EXPERIENCE:** Minimum Bachelor's degree in education or a related field with three years related experience, preferably in ESOL. Strong interpersonal, decision making, problem solving, oral and written skills. Basic knowledge of Microsoft Office applications; sensitivity to the service populations' cultural and socioeconomic characteristics.

**WORK ENVIRONMENT:** The work environment is favorable.

**DIRECT REPORTS:** ELT Specialist

**Commonwealth Catholic Charities  
Job Description**

**Resettlement Coordinator**

**SUMMARY:** This position is responsible for providing case management services for all refugees, asylees, parolees, and victims of human trafficking, management of the resettlement process for all local USCCB cases, and coordinating the Match Grant program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include but not limited to the following. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assists in recruiting, hiring, training and supervising casework staff.
- Acts as liaison between local office and MRS/USCCB to assure cases, maintain transportation/arrival information, health notices, and completion of follow up reports.
- Ensures current policies of DOS, ONS and USCCB are followed re: case files and documentation, donations, volunteer hours, reporting, etc.
- Working closely with the Accounting Department, creates and maintains client's financial records by monitoring R&P and Match funds, paying bills, making purchases on behalf of the client, and preparing check requests and vouchers.
- Coordinates, monitors and ensures documentation of services for new arrivals and Match Grant clients during their first 180 days.
- Supervises and assists in the collection of household donations to support resettlement and ensures apartments are set up for incoming refugees.
- Researches and builds relationships with realtors/apartment managers in order to procure suitable housing for clients. Acts as a liaison between landlords and CCC clients.
- Interviews possible client sponsors to ensure ability/willingness to assist in resettlement of refugees.
- Assists families in filing affidavits of relationship and/or sponsorship agreement forms.
- Contacts families of expected arrivals and helps develop a plan for the first 90 days.
- Leads general orientation of refugees and ensures core services are complete within 30 days of arrival.
- Visits and interviews family at the end of their first 30 days and maintains contact with them throughout the R&P period.
- Prepares monthly and quarterly reports as required.
- Facilitates weekly staff meetings and provides opportunities for professional development of resettlement staff.
- Researches and networks to develop and maintain access to community resources.
- Represents the Agency in the community and workplace in a professional and ethical manner.
- Demonstrates sensitivity to the service population's cultural and socioeconomic characteristics.
- Demonstrates strong interpersonal, decision-making, problem-solving, oral, and written skills.
- Utilizes a basic knowledge of Microsoft Office applications.

**EDUCATION and/or EXPERIENCE:** Bachelor's degree in Human Services, Business, or Accounting field plus three years of experience in providing services to refugees including one year of experience as an administrator or supervisor of casework services; or equivalent combination of education and experience.

**WORK ENVIRONMENT:** The work environment is favorable.

**DIRECT REPORTS:** Case Managers, Resettlement Assistant

**Commonwealth Catholic Charities  
Job Description**

**Case Manager**

**SUMMARY:** Under the direct supervision of the Resettlement Supervisor, provides assistance to newly arrived refugees to ensure the best possible initial resettlement experience and the achievement of client self-sufficiency.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include but not limited to the following. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ensures the best possible initial resettlement experience for each client, from point of entry to successful assimilation
- Develops case plans to match individual client needs and preferences utilizing a broad range of financial, medical, social, and other services and resources as needed
- Provides individualized and group orientations, support, referral, and advocacy services to newly arrived refugees and asylees, by assessing and evaluating each client's distinct needs
- Assists other resettlement staff in developing reasonable self-sufficiency plans and timelines for each client and managing client expectations during the resettlement period
- Ensures that clients are provided the tools they need to meet their established goals and objectives
- Ensures compliance with case file management and reporting requirements
- Coordinates interpreters when needed
- Works with other resettlement staff to deliver quality services to all clients
- Attends weekly case review meetings

**EDUCATION and/or EXPERIENCE:** Bachelor's degree from a four-year college or university in a human services related field; two to three years experience and/or training in refugee resettlement or related field; or equivalent combination of education and experience.

**WORK ENVIRONMENT:** The work environment is favorable.

**DIRECT REPORTS:** None



**Commonwealth Catholic Charities  
Job Description**

**WorkWise Trainer**

**SUMMARY:** Under the direct supervision of the Employment Specialist, this position manages the local employment program for assigned clients, to include job placement, job development and job readiness.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include but not limited to the following. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assists with the planning and implementation of employment and training activities for each refugee enrolled in the WorkWise Training Program
- Completes necessary paperwork and records required to document activities and progress of participants for the purpose of ensuring participants' needs are met
- Conducts pre-employment training based on the WorkWise curriculum
- Researches/develops worksite training opportunities for enrolled clients
- Works with other resettlement staff to deliver quality services to all clients.

**EDUCATION and/or EXPERIENCE:** Bachelor's degree from a four-year college or university in a human services related field; two to three years experience and/or training in refugee resettlement or related field; or equivalent combination of education and experience. One year experience in adult training or education.

**WORK ENVIRONMENT:** The work environment is favorable.

**DIRECT REPORTS:** None

**Commonwealth Catholic Charities  
Job Description**

## **Employment Worker**

**SUMMARY:** Under the direct supervision of the Employment Program Manager, this position assists in the Employment Specialist with the local employment program for assigned clients, to include job placement, job development and job readiness.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include but not limited to the following. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assists the Employment Specialist to provide employment and training services for assigned clients assure efficient and effective service delivery and to meet program goals for client referral, placement, participation and transition
- Assists the Employment Specialist in performing employment intake as a part of the client orientation, including assessing experience, strengths, knowledge, skills, abilities and limitations of clients
- Assists the Employment Specialists in developing employment and self-sufficiency plan for refugees including measurable goals, objectives, strategies and time frames for achievement
- Works with clients to address barriers to employment, and identify and make use of appropriate community resources. Maintains detailed case notes of services provided
- Provides employment services and orientation to work place to newly arriving refugees
- Conducts required reviews for refugees placed in jobs and follows up with employers regarding job placement status
- Works with businesses and industry to develop potential worksite and employment opportunities for clients
- Fosters strong working relationships with businesses, community based organizations, and partner agencies. Provides consistent communication with partner agencies to ensure coordination of services and development of job placement opportunities
- Prepares and submits reports as necessary
- Coordinates interpreters for Employment Program when needed
- Works with other resettlement staff to deliver quality services to all clients
- Data entry into VNIS, Harmony, CCC Portal documents and other data programs
- Attends weekly case review meetings

**EDUCATION and/or EXPERIENCE:** Bachelor's degree from a four-year college or university in a human services field; two to three years experience and/or training in refugee resettlement or related field; or equivalent combination of education and experience. Experience in marketing and/or sales.

**WORK ENVIRONMENT:** The work environment is favorable.

**DIRECT REPORTS:** None

**Commonwealth Catholic Charities  
Job Description**

**Employment Specialist**

**SUMMARY:** Under the direct supervision of the Employment Program Manager, this position manages the local employment program for assigned clients, to include job placement, job development and job readiness.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include but not limited to the following. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Coordinates employment and training services with Employment Program Manager and other staff to assure efficient and effective service delivery and to meet program goals for client referral, placement, participation and transition.
- Performs employment intake as a part of the client orientation, including assessing experience, strengths, knowledge, skills, abilities and limitations of clients.
- Develops employment and self-sufficiency plan, for refugees including measurable goals, objectives, strategies and time frames for achievement.
- Works with clients to address barriers to employment, and identify and make use of appropriate community resources. Maintains detailed case notes of services provided.
- Provides employment services and orientation to work place to newly arriving refugees.
- Conducts required reviews for refugees placed in jobs and follows up with employers regarding job placement status.
- Works with businesses and industry to develop potential worksite and employment opportunities for clients.
- Fosters strong working relationships with businesses, community based organizations, and partner agencies. Provides consistent communication with partner agencies to ensure coordination of services and development of job placement opportunities.
- Prepares and submits reports as necessary.
- Coordinates interpreters for Employment Program when needed.
- Works with other resettlement staff to deliver quality services to all clients.
- Data entry into VNIS, Harmony, CCC Portal documents and other data programs.
- Attends weekly case review meetings.

**EDUCATION and/or EXPERIENCE:** Bachelor's degree from a four-year college or university in a human services related field; two to three years experience and/or training in refugee resettlement or related field; or equivalent combination of education and experience.

**WORK ENVIRONMENT:** The work environment is favorable.

**DIRECT REPORTS:** None



**Commonwealth Catholic Charities  
Job Description**

**ELT/ESL Specialist**

**SUMMARY:** Provide intensive English Language instruction to recently arrived refugees

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include but not limited to the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prepares lesson plans in accordance with the (REEP), Employment ESL Curriculum for Adults, Life Skills topic, "Work" unit, Level 100
- Provides ELT instruction utilizing the REEP curriculum (above)
- Coordinates educational services with the CCC ELT program
- Evaluates new materials for possible program use
- Provides guidance to volunteer classroom assistants assigned to the program
- Maintains and share student competency checklists and attendance records
- Communicates with Education Coordinator on facility and classroom concerns.
- Collaborates with students and ELT staff on updating student education plans
- Maintains records and prepares and submits reports as required.
- Represents the agency in the community and workplace in a professional and ethical manner

**EDUCATION and/or EXPERIENCE:** Minimum Bachelor's degree in education or related field with one year experience in ESOL instruction. Completed ESOL training under the Virginia Adult Education Certification Program or Adult ESOL certification from other state. Strong interpersonal, decision making, problem solving, oral and written skills. Basic knowledge of Microsoft Office applications; sensitivity to the service populations' cultural and socioeconomic characteristics.

**WORK ENVIRONMENT:** The work environment is favorable.

**DIRECT REPORTS:** None

**Commonwealth Catholic Charities  
Job Description**

**Resettlement Assistant**

EXEMPT: No DEPARTMENT: Refugee Resettlement

SHIFT: Day GRADE: 2 (NE04)

REPORTS TO: Program Manager Refugee Resettlement SALARY: \$7.36 - \$14.60

REVISED: 11/11 LOCATION: Hampton

SUMMARY: Provides support to the Resettlement Coordinator in welcoming new refugees ensuring resettlement services are provided in accordance with the State Department Cooperative agreement.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assist with securing appropriate housing for refugees.
- Assist with assembly essential household items for new arrivals.
- Arrange for utilities to be set up for new arrivals
- Coordinate and pick up donation items.
- Assure clean, organized, and inventoried storage areas.
- Complete required documentation for each case file.
- Assist Resettlement Coordinator in preparing vouchers and maintaining records for reception and placement.
- Provide excellent customer service to donors and clients.
- Document donations and coordinate with Development to assure that acknowledgements of donations to the refugee program are made.
- With assistance of Volunteer Coordinator, recruit volunteers to help with the moving of furniture and supplies.
- Facilitate timely maintenance, inspections and registration renewals for department vehicles.
- Prepare folder and binders for new clients
- Enter refugee biographical data within a week of arrival into Harmony and Virginia Newcomers Information System databases.
- Provide support to the Resettlement Coordinator.
- Must be able to lift 40lbs.
- Represents the Agency in the community and workplace in a professional and ethical manner.
- Demonstrates sensitivity to the service population's cultural and socioeconomic characteristics.
- Demonstrates strong interpersonal, decision-making, problem-solving, oral, and written skills.
- Utilizes a basic knowledge of Microsoft Office applications.

EDUCATION and/or EXPERIENCE: High School diploma or general education degree (GED). Minimum of two years work experience. A combination of education and experience will be considered.

WORK ENVIRONMENT: The work environment is favorable.

ACCOUNTABLE TO: Resettlement Coordinator

DIRECT REPORTS: None

**Commonwealth Catholic Charities**  
**Job Description**

**Health Liaison**

**SUMMARY:** Develop and implement a health education program for at risk, limited English speaking refugees to ensure better prevention practices, follow up care for identified problems, more appropriate use of health services and coordination with other providers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include but are not limited to the following. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Research local community resources and develop a network of health and mental health providers.
- Ensures that refugees maintain access to health and mental health providers.
- Provides on-going orientation and training for service providers to ensure they understand the refugee populations in the community.
- Coordinates the initial refugee medical screening and follow-up services as needed.
- Facilitates the referral to a primary care physician through appropriate providers.
- Facilitates the incorporation of the refugee's health needs into the Comprehensive Resettlement Plan.
- Facilitates the delivery of mental health services through the coordination between the resettlement office staff and the local Community Services Boards.
- Assists the resettlement staff with emergency refugee health needs.
- Facilitates training for (i) resettlement staff on health orientation for refugees; (ii) community services boards mental health staff; (iii) local health district refugee medical screening nursing staff; (iv) refugees.
- On an as needed basis and in coordination with the refugee resettlement staff, may interview clients to obtain a non-professional assessment of their health needs.
- Maintains detailed files of service providers for health care, health education, transportation and interpretation
- Prepares monthly reports for the Office of Newcomer Services and provides input for other reports as needed.
- Richmond and Hampton only: Responsible for clients referred by Virginia Catholic Conference.
- Represents the agency in the community and workplace in a professional manner.
- Demonstrates sensitivity to the service population's cultural and socioeconomic characteristics.
- Demonstrates strong interpersonal, decision making, problem solving and communication skills.
- Utilizes a basic knowledge of Microsoft Office Applications.

**EDUCATION and/or EXPERIENCE:** Three or more years experience in the direct delivery of social services or health services; Bachelor's degree in the human services field preferred; knowledge of community resources; resettlement; cross-cultural sensitivity; excellent organizational skills; reliable transportation and good driving record.

**WORK ENVIRONMENT:** The work environment is favorable.

**DIRECT REPORTS:** None



Staff Member	Title	Years Experience	Education	Bilingual Experience
Karen Kurilko	Division Director	11	MBA	n/a
Carol McElhinney	Education Program Manager	20	MSW	n/a
Elizabeth Lutjen	Employment Program Manager	5	BA	n/a
Jane Mendenhall	Resettlement Coordinator	27	MSW	n/a
Randi Akers	Resettlement Coordinator	6	BA	n/a
Amar Bhattarai	Resettlement Coordinator	2	BS	Hindu, Napoli
Mevsudin Harbas	Case Manager	15	High School	Serbo-Croatian
Maytham AlRubaye	Case Manager	5	Associates Degree	Arabic
Bea Sellinger	Case Manager	5	MA	Burmese
Zubeydo Hassan	Case Manager	8	High School	Arabic, Somali, Swahili
Karna Dukpa	Case Manager	3	BA	Napoli
Jeff Sulik	Case Manager	10	BA	n/a
Danny Mya	Employment Specialist	5	BA	Burmese
Jasminka Traylor	Employment Specialist	13	High School	German, Serbo Croatian
open	Employment Specialist			
Alen Hodzic	Resettlement Assistant	1	Associates Degree	Serbo-Croatian
Way Htoo	Resettlement Assistant	1	Associates Degree	Burmese, Kachin
Dieujuste Pierre	Resettlement Assistant	15	High School	French

Commonwealth Catholic Charities  
Volunteer Position Descriptions

**Volunteer Role: Employment Program Assistant**

**Department: Resettlement**

Screenings Needed: Complete volunteer application/packet- No CPS check.

PURPOSE: Provide guidance and assistance to refugee clients seeking employment and assist the Employment Specialist in providing employment placement services.

QUALIFICATIONS: Commitment to helping refugees, ability to relate to people from different cultural background, patience, sensitivity, and understanding of the American workplace expectations.

TIME COMMITMENT: Approximately 6 hours a week\*—set or flexible schedule. Daytime availability necessary. Minimum four month time commitment.

**RESPONSIBILITIES:**

- Work together with Employment Specialists to teach clients job readiness skills such as interviewing, work habits and ethics.
- Visit clients to provide instruction in appropriate dress and grooming for job interviews
- Help clients to obtain clothing and items required for work
- Use clients' employment intakes/plans to prepare resumes
- Teach refugee clients about the GRTC bus system. Ride the bus route with clients if necessary and help them arrange and understand transportation to and from work.
- Assist refugee clients in obtaining a Virginia Identification card
- Search out job openings by visiting potential employers and/or calling to inquire.
- Assist in arranging for childcare, if necessary.
- Coordinate efforts with other volunteer and staff members working with client.
- Adhere to confidentiality agreement
- **Submit monthly volunteer service report to Volunteer Coordinator**

TRAINING: Volunteer orientation and screening procedures, 1 hour employment training with Employment Specialist.

SUPPORT: When appropriate, we will provide: copies of client intakes/plans or resumes, bus schedules, bus tickets (or reimbursement), reimbursement for refugees' work related clothing, reimbursement for identification cards, lists of licensed child care providers, supervision, coordination and interpreter services when required.

Contact:

Employment Specialist, Richmond, Hampton, Roanoke

\*Internship position also available: Minimum of 10 hours/week for 1 semester in RIC and ROA, 2 in HAM.

Commonwealth Catholic Charities  
Volunteer Position Descriptions

**Volunteer Role: Family Mentor** (individual or group)

**Department: Resettlement**

**Location: Richmond, Hampton and Roanoke**

Screenings needed: Complete volunteer application/packet with all checks.

**PURPOSE:** Provide friendship and cultural orientation to a refugee or immigrant family and help assist the family in achieving self-sufficiency.

**QUALIFICATIONS:** An interest in helping refugees/immigrants, commitment to the position, ability to relate to people from a different cultural background, patience and sensitivity.

**TIME COMMITMENT:** Visit at least twice a week for the first month (one visit is 2-3 hours), once a week for the remaining months (for 2-3 months.) Volunteer works with one case for 3-4 months, and then moves to new case. Minimum commitment required is 6 months total.

**RESPONSIBILITIES:**

- Work together with Resettlement Coordinator, Caseworker, Volunteer Coordinator, and other resettlement staff to help family understand and achieve self sufficiency. If problems arise, consult first with staff.
- Adhere to confidentiality agreement
- Notify family in advance if you need to reschedule a meeting time.
- **Submit monthly volunteer service report to Volunteer Coordinator**

**TRAINING:** Volunteer orientation and screening procedures, 1-2 hour meeting with caseworker and assigned family.

**SUPPORT:** Support from resettlement coordinator, caseworkers and other staff is provided upon the request of the volunteer. Follow ups and check-ins will be conducted by the volunteer coordinator. Volunteers will receive emails of local events, trainings and other information that may interest them during their service.

**CONTACT:**

Resettlement Coordinators: Richmond Roanoke and Hampton Roads



Commonwealth Catholic Charities  
Volunteer Position Descriptions

**Volunteer Role: English Literacy Instructor**

**Department: Resettlement**

Location: Richmond, Hampton and Roanoke

Screenings needed: Complete volunteer application/packet, no CPS check needed.\*

**PURPOSE:** To teach English to refugee/immigrant adults.

**QUALIFICATIONS:** An interest in teaching English, commitment, patience and sensitivity to other cultures. Proficiency in the English language (written and oral.)

**TIME COMMITMENT:** Volunteer must commit to teaching two 2-hour classes a week (one hour of prep per class.) Total minimum commitment- 6 hours a week for 6 months.

**RESPONSIBILITIES:**

- To teach ESL to an individual or group of adults.
- Prepare lessons prior to meeting with student(s)
- To perform quarterly assessments of student's ESL level/progress
- To contact the Education Coordinator when there will be an extended break in your tutoring/teaching service due to illness, vacation, etc.
- To give at least two weeks notice prior to ending tutoring
- **Submit monthly volunteer service report to Volunteer Coordinator**

**TRAINING:** Volunteer orientation and screening procedures. Extensive ESL training workshop, held monthly.

**SUPPORT:** Training, curriculum and teaching materials provided. Consultation support from English Language Instructor Coordinator and other staff is provided upon the request of the volunteer after initial orientation/workshop. Two in-services will be provided yearly. Follow ups and check-ins will be conducted by the Coordinator. A digital dropbox is provided to use for sharing lesson plans, tips, etc and suggested on-line resources are provided.

**CONTACT:**

Education Coordinators, Richmond, Roanoke, Hampton Roads

\*English Class Assistants have similar responsibilities; however, they are not expected to prepare lessons or lead their own class. Instead, assistants will help the lead teacher within the classroom. Six month time commitment required.

\*Internship position also available: Minimum of 10 hours/week for one semester minimum.

## Commonwealth Catholic Charities Policy Statements and Acknowledgment

### Confidentiality & Non-Disclosure

It is the policy of CCC to protect all agency business and client matters by only releasing information to others with a clear right to know. Client files are the property of CCC and may not be shared unless authorization has been given (and documented) by the client or approved by the Program Manager or Executive Director.

Any violation of any of these policies will be subject to disciplinary action, up to and including termination.

### Corporal Punishment and Mandated Reporter Statement

Commonwealth Catholic Charities' goal in the development of programs and services is to enhance and preserve the quality and dignity of human life for all with whom we come in contact. In accordance with this system of values and in compliance with regulatory agencies, CCC prohibits the use of corporal punishment with clients.

Corporal punishment means inflicting of pain or discomfort as a means of discipline. Prohibited actions include, but are not limited to, hitting with any part of the body or with an implement, pinching, pulling, shaking, binding a child, forcing him/her to assume an uncomfortable position or locking him/her in a room or closet, nor to give permission for others to do so. Commonwealth Catholic Charities prohibits any use of corporal punishment, isolation, time out, manual or mechanical restraint, chemical restraint or seclusion by any staff or foster parent.

I also understand that **I am mandated to identify and immediately report** abuse, exploitation and neglect according to state, provincial law and agency policies. According to the amended Code of Virginia dated July, 2004, an *"Abused or neglected child means any child less than eighteen years of age whose parents or other persons responsible for his care creates or inflicts, threatens to create or inflict, or allow to be created or inflicted upon such child a physical or mental injury other than accidental means, or creates a substantial risk of death, disfigurement, or impairment of bodily or mental functions."* Suspected child abuse also falls under this category as well as exposing a child to the manufacture or sale of illegal drugs. It is considered neglect to withhold medical care from a child that has been injured under the definitions and provisions of Virginia law.

Neglect, abuse, or exploitation of any individual that occurs on CCC premises shall be reported to the Executive Director.

As a condition of employment/affiliation and continued employment/affiliation, employees, interns, volunteers and Agency contractors are required to acknowledge receipt of these expectations and agree to abide by them (see page 4).



## **Conflicts of Interest & Outside Employment**

It is the policy of Commonwealth Catholic Charities that employees shall not use their agency position to secure personal benefits, financial or otherwise, for themselves or any member of their immediate family. A conflict of interest arises whenever the employee has the opportunity to influence agency operations or business decisions in ways that could result in a personal benefit, financial or otherwise, to the employee or a member of an employee's immediate family. Although certain specific examples of conflicts of interest are provided in this policy, they are presented only as illustrations and all employees are expected to use good judgment to identify possible conflicts of interest and to manage such so as not to adversely influence CCC operations. In the event that any conflict arises the employee must make full disclosure to a Program Director or the Executive Director.

Examples:

- Self-dealing, in which public and private interests collide, for example issues involving privately held business interests.
- Outside employment, in which the interests of one job contradict the other (outside employment must be approved by a supervisor).
- Family interests:
  - In which an employee's spouse, child, or other close relative applies for employment at the agency and that employee would have a say in the hiring decision of the relative or if the applicant is to be working directly above or below that employee.
  - Where goods or services are purchased from a relative or a firm controlled by a relative.
- Gifts from friends or associates who also do business with the employee receiving the gifts. (Such gifts may include non-tangible things of value such as transportation and lodging.)

Outside employment or second jobs held by CCC employees must not interfere with their performance, scheduling or become a conflict to the interests of CCC. The employee must seek prior approval from their supervisor for any outside employment activities

## **Information Technology Acceptable Use of Electronic and Communications Equipment**

This policy applies to all individuals using Agency electronic and communications equipment.

These technologies are to be used in a manner that supports the mission/vision of the Agency. Information technologies at Commonwealth Catholic Charities refer to all computers owned or operated by the Agency and includes electronic equipment and communications systems such as computers, phones, cell phones, pagers, voicemail, Internet/Intranet access, faxes and email. The systems range from multi-user systems to single-user personal and/or laptop computers whether free-standing or connected to networks.

Use of computers, communications equipment and systems are intended for Agency business and activities. The equipment, messages and information sent on this equipment are Agency property. The Agency may view, monitor, retrieve or copy any information or messages stored or sent on this equipment.

### **Personal Use**

Under no circumstances should personal use of the Agency's electronic and communications equipment interfere with the Agency's ability to conduct its business. Employees have no personal privacy rights regarding the use of Agency equipment and systems.

### **Access Privileges**

Access to hardware, software and network is provided to workforce members of the Agency for the primary purpose of performing his/her job function. To be granted the use of a computer account, users must abide by certain rules and regulations related to appropriate, legal and ethical use of Agency computing systems.

Users do not own accounts on Agency computers, but are granted the privilege of their use. Information technology resources are the property of the Agency.



**Unacceptable Use**

Misuse can be prosecuted under applicable statutes. Users will be held accountable for their conduct under any applicable Agency policies or procedures or state or federal laws and regulations.

**Examples of Unacceptable Use**

Conduct which involves the misuse of computer facilities and data networks includes, but is not limited to, the following.

- Violating Agency security or damaging Agency systems.
- Attempts to circumvent data protection schemes or uncover security loopholes. This includes creating and/or running programs that are designed to identify security loopholes and/or decrypt intentionally secure data.
- Knowingly running or installing on any computer system or network or giving to another user a program intended to damage or to place excessive load on a computer system or network. This includes, but is not limited to, programs known as computer viruses, Trojan Horses and worms.
- Attempted use, or possession in one's Agency account, of programs intended to crash the system, fraudulently imitate system responses, "sniff" secure or encrypted information or gain unauthorized access to privileges, accounts, data, software, computers or networks.
- Transmitting or reproducing materials that are slanderous or defamatory in nature or that otherwise violate existing laws or regulations.
- Displaying obscene, lewd, or sexually harassing images or text on an Agency's computer.
- Violating copyright and software agreements, including but not limited to, copying Agency-owned or licensed software or data to another computer system.
- Attempting to make unauthorized modifications to Agency-owned or licensed software or data.
- Installing or running any software that the Agency has not granted you express permission to install or run.
- Knowingly accepting or using software or data obtained by illegal means or by methods violating Agency policy.
- Accessing data belonging to another individual or Agency department even if access was inadvertently given to such information. For example, if a person fails to log off the computer system and another individual comes along and uses the account that was accidentally left open. In this situation, the person finding the open account should report it to the IT Department so the account can be safely logged out.
- Misrepresenting your identity or affiliation or the falsification of information.
- Disrupting or monitoring the activity or communications of other users. This includes, but is not limited to, electronic "stalking" and harassment of others, sending electronic chain letters or using information technology resources for unauthorized commercial or profit-making purposes.
- Allowing another person the use of your computer passwords. Computer accounts are to be used only for the person to whom they are issued. The individual to whom an account is issued will be held responsible for all activity on that account.
- Defacing or unauthorized removal of hardware or software from Agency sites.

As a condition of employment/affiliation and continued employment/affiliation, employees, interns, volunteers and Agency contractors are required to acknowledge receipt of these expectations and agree to abide by them (see page 4).

## Receipt of Documents and Expectations Acknowledgment

I the undersigned understand that it is my responsibility to read, request clarification on and agree to comply with the following policies, procedures and expectations included in the following Agency documents:

Confidentiality and Non-Disclosure Policy

Corporal Punishment and Mandated Reporter Policy

Conflict of Interest Policy

Commonwealth Catholic Charities Personnel Policies Manual

Commonwealth Catholic Charities Procedures Manual

Pay for Performance Guide

IT & Telecommunications Guide & Acceptable Use of Electronic and Communications Equipment Policy

Performance & Quality Improvement packet

By signing below, I acknowledge receipt of these documents and agree to comply with Agency expectations. I understand that failure to comply with these policies may result in termination of my employment.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Received by HR: \_\_\_\_\_ date: \_\_\_\_\_

## Attachment C

### PROGRAM ASSURANCES STATEMENT

In contracting with the Office of Newcomer Services, Virginia Department of Social Services, my organization assures that:

- A. The primary service goal will be to enable refugees to obtain employment as quickly as possible after enrolling in Refugee Social Services or the Targeted Assistance Program.

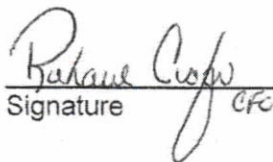
My organization assures that to it agrees to:

1. Utilize the ONS Comprehensive Resettlement Plan (CRP) or a **comparable** alternative for arriving refugees (includes all eligible populations) and/or all members of the refugee family, if it proposes to provide refugee resettlement services under the Refugee Social Services (RSS) and TAP sections of this RFP.
  2. Accept that comprehensive resettlement includes Reception and Placement (R&P) and Matching Grant (MG) case activities for RSS and TAP clients. The Contractor agrees that ONS must have ready access to R&P and MG case files.
  3. Keep, in the client's case file, proof in the form of documentation issued by the appropriate federal agency that verifies one of the eligibility statuses listed in **Section II A – Eligible Individuals to be Served**. Such documentation would include: a copy of the client's I-94, I-551/I-551B, asylum letter, and/or victim of trafficking certification.
- B. Provide services that are culturally and linguistically compatible with each refugee client's language and cultural background, and sensitive to gender issues.
- C. Make available to refugee women the same opportunities given to refugee men to participate in all appropriate services, including job placement and to include the use of bilingual/bicultural women on staff to ensure adequate service access by refugee women and cultural sensitivity
- D. Provide accurate information on refugees that are enrolled in TANF and RCA, and to adhere to a mechanism to ensure that, as a condition of eligibility, employable refugee adults who apply for refugee cash assistance are informed that they must register for work with an appropriate employment services agency, and will ensure that the individual is informed that he/she must participate in an employment service within 30 days after receipt of aid.
- E. Make available and offer English language instruction concurrent with employment or employment support services, and offered at times and places accessible by the refugee.
- F. Cooperate with ONS when it conducts program reviews and evaluations which can occur at any time.
- G. Provide written notice within 30 days of any changes in the program staff as outlined in the project narrative, and include a revised position description if applicable. This notice must be sent to the Senior Contract Specialist.
- H. Provide services under the Virginia Refugee Resettlement Program without charging a fee for providing the services outlined in the contract documents or use income to determine eligibility.
- I. To strengthen communication and cooperation with the Office of Newcomer Services, to provide comprehensive and integrative resettlement services, and to provide continuous program improvement by the doing the following:



**Attachment C**

1. Conduct quarterly consultations with representatives of local affiliates of voluntary resettlement agencies, local community service agencies, local governments, and other agencies that serve refugees to plan and coordinate the appropriate placement of refugees in advance of the refugees' arrival.
  2. Inform the State Refugee Coordinator at the moment a Contractor has any evidence – regardless of its significance – that a resettlement case is not progressing or conforming to basic program expectations.
  3. Participate in a mid-year and annual program review to evaluate the agency's service delivery and progress toward outcomes.
  4. Conduct on-going planning to ensure program flexibility and agency responsiveness to changes that impact refugee resettlement programs and services.
  5. Provide ONS with the method and information by which ONS can make contact with an authorized agency representative at any time.
  6. Adhere to the Business Hours and Accessibility to Clients set forth in Section P of the **Special Terms and Conditions**
  7. Adhere to the *Communication Protocol* set forth in Section Q of the **Special Terms and Conditions**.
  8. Adhere to the *Difficult Case Protocol* set forth in Section R of the **Special Terms and Conditions**.
- J. My organization agrees to be an active participant in the Virginia Newcomer Information System (VNIS) database, and, as such, to do the following:
- a. Regularly enter client and service data into VNIS
  - b. Have or develop the staff and computer system capability and resources to participate in the VNIS statewide network.
  - c. Designate one staff person that will have VNIS responsibilities and be the VNIS point of contact for ONS.
  - d. Participate in VNIS User training and/or User Group.
  - e. Participate in trainings, system upgrades, and VNIS maintenance as directed by ONS.
  - f. Adhere to all ONS reporting requirements.
  - g. Adhere to all VDSS Security and User requirements.

  
Signature

Chief Financial Officer  
Title

6.29.12  
Date

OMB Approval No. 0348-0040

**ASSURANCES - NON-CONSTRUCTION PROGRAMS**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

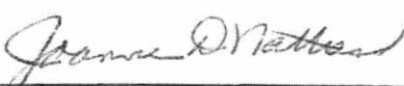
**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.



9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE Executive Director
APPLICANT ORGANIZATION Commonwealth Catholic Charities	DATE SUBMITTED 6/20/2012



**Attachment E****FEDERAL CERTIFICATION REGARDING LOBBYING**

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**Statement for Loan Guarantees and Loan Insurance**

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### **Certification Regarding Drug-Free Workplace Requirements**

The grantee certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about --
  - (1) The dangers of drug abuse in the workplace;
  - (2) The grantee's policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
  - (1) Abide by the terms of the statement; and
  - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted --
  - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).



### **CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

#### *Certification Regarding Debarment, Suspension, and Other Responsibility Matters--Primary Covered Transactions*

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

#### *Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions*

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.



## W-9 REQUEST FOR TAXPAYER IDENTIFICATION NUMBER(S) AND CERTIFICATE

Each person or organization doing business with the Commonwealth of Virginia must provide the following information:

## ORGANIZATION ENTITY:

Please provide reportable name where applicable.

- ☒ Original Submission  
☐ Additional Addresses (See Back of Form)  
☐ Address correction

## Check Only One:

☐ Individual ☐ Sole Proprietor ☐ Corporation  
☐ Partnership ☐ Government ☐ Trust  
☐ Estate ☒ Other (Please Describe) 501(c)3

Social Security Number

and/or

Employer Identification Number

54 050 5877

## ENTER THE FOLLOWING:

Legal Name Commonwealth Catholic Charities

(Must match the Social Security Number, if applicable)

Trade Name Same

(Must match the Employer Identification Number, If applicable)

## Payment Address:

## IRS 1099 Form Mailing Address:

P.O. Box 6565

P.O. Box 6565

Richmond, VA 23230-0565

Richmond, VA 23230-0565

DUNS # 05-787-6781

DUNS # 05-787-6781

Contact Person Richard Ciofani, CFO Telephone Number ( 804 ) 545-5913

## Please respond to the following: (See back of form for definitions.)

Are you a United States Citizen?	Yes <u>      </u>	N/A	No <u>      </u>
Is your organization tax exempt?	Yes <u>X</u>		No <u>      </u>
Are you a Real Estate Agent?	Yes <u>      </u>		No <u>X</u>
Are you a Minority owned business?	Yes <u>      </u>		No <u>X</u>
Are you a Woman owned business?	Yes <u>      </u>		No <u>X</u>
Are you a Small business?	Yes <u>      </u>		No <u>X</u>
Are you a Faith Based Organization?	Yes <u>X</u>		No <u>      </u> (See Back)

If you are a Minority owned business, please indicate the type of Minority.

       African American        Hispanic American        Native American  
       Asian-Pacific American        Subcontinent-Asian American        Other Minority

Are you registered with the Dept. of Minority Business Enterprise? If yes, enter your certificate #       

## Government Agencies, please respond to the following:

Are you Federal       , State        or Local       ? (Please check one.)

If you are considered Local, what is your FIPS Code?       

## Certification - Under penalties of perjury, I certify that:

- (1) The number (s) shown on this form is my correct taxpayer identification number (s) (or I am waiting for a number to be issued to me).
- (2) The organization entity and all other information provided is accurate.
- (3) I am not subject to backup withholding either because I have not been notified that I am subject to backup withholding because of a failure to report all interest or dividends or the Internal Revenue Service has notified me that I am no longer subject to backup withholding.
- (4) I am a U.S. citizen (including a U.S. resident alien).

(You must cross out item (3) above if you been notified by the IRS that you are currently subject to backup withholding because of under-reporting interest or dividends on your tax return.)

Signature Richard Ciofani, CFO  
 Richard Ciofani, CFO

Date 6-27-12

**ADDITIONAL ADDRESSES:**

If you have more than one shipping address and/or Purchase Order Address please list these addresses on a separate sheet of paper and attach it to your W-9 form. Identify each type of address as shipping or Purchase Order address. Please include your Dun & Bradstreet – Data Universal Numbering System (DUNS) number for each site. If you don't have a DUNS number, you may obtain one at no cost by calling **1-888-814-1435** or **1-866-705-5711**.

**DEFINITIONS:**

- **Small Business** means an independently owned and operated business which, together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years.
- **Minority-owned business** means a business concern that is at least 51% owned by one or more minority individuals or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals.
- **Minority individual** means an individual who is a citizen of the United States or a non-citizen who is in full compliance with United States immigration law and who satisfies one or more of the following definitions:
  1. "African American" means a person having origins in any of the original peoples of Africa and who is regarded as such by the community of which this person claims to be a part.
  2. "Asian American" means a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands, including but not limited to Japan, China, Vietnam, Samoa, Laos, Cambodia, Taiwan, Northern Mariana, the Philippines, a U.S. territory of the Pacific, India, Pakistan, Bangladesh, or Sri Lanka and who is regarded as such by the community of which this person claims to be a part.
  3. "Hispanic American" means a person having origins in any of the Spanish-speaking peoples of Mexico, South or Central America, or the Caribbean Islands or other Spanish or Portuguese cultures and who is regarded as such by the community of which this person claims to be a part.
  4. "Native American" means a person having origins in any of the original peoples of North America and who is regarded as such by the community of which this person claims to be a part or who is recognized by a tribal organization.
- **Women-owned business** means a business concern that is at least 51% owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law, and both the management and daily business operations are controlled by one or more women who are U.S. citizens or legal resident aliens.
- **Faith Based Organizations:** If you consider yourself a Faith Based Organization, please indicate on the front of the form in response to the question "Are you a Faith Based Organization".

Department of Minority Business Enterprise: If you have not registered with the Virginia Department of Business Enterprise, please do so at your earliest convenience. Additional information may be obtained at their web site, [www.dmb.e.virginia.gov](http://www.dmb.e.virginia.gov)



## Attachment G

## FFATA Sub-recipient Required Data

*This form must be completed, certified, and returned with the response to the RFP.***For VDSS Use Only – To be completed by Program Unit**

1. Federal Award Identifier Number (FAIN)	
2. Award Title	
3. CFDA	
4. Subaward Number	

**To be completed by Subawardee**

5. Subawardee Legal Name	Commonwealth Catholic Charities
6. Data Universal Numbering System (DUNS) number – 9 digits	057876781
7. Are you registered in the Central Contractor Registration (CCR)?  If Yes, continue to question 8. If No, please go to question 9.	<input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No
8. Is your registration CCR current and active?  If Yes, enter expiration date.  If No, continue to question 9.	<input checked="" type="checkbox"/> Yes  Expiration Date: <u>02/28/2013</u>  <input type="checkbox"/> No
9. In your business or organization's previous fiscal year, did your business or organization (including parent organization, all branches, and all affiliates worldwide) receive (1) 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; <b>AND</b> (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?  If Yes, continue to question 10. If No, please go to question 12.	<input type="checkbox"/> Yes  <input checked="" type="checkbox"/> No
10. Does the public have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <a href="http://www.sec.gov/answers/execomp.htm">www.sec.gov/answers/execomp.htm</a> .)	<input type="checkbox"/> Yes  <input type="checkbox"/> No



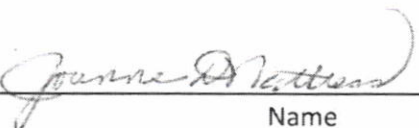
## Attachment G

<p>If Yes, please go to question 12. If No, please continue to question 11.</p>	
<p>11. List the names and total compensation of the top five highly compensated officers.  <i>Total Compensation is the cash and noncash dollar value earned by the executive during the preceding fiscal year and includes the following: salary and bonus; awards of stock, stock options, and stock appreciation rights; earnings for services under non-equity incentive plans; change in pension value, etc. (for more information see 17 CFR 229.402 (c))</i></p> <p><b>Note:</b> State and local governments are exempt from reporting executive compensation.</p>	<p>Officer 1 Name: _____</p> <p>Officer 1 Compensation: _____</p> <p>Officer 2 Name: _____</p> <p>Officer 2 Compensation: _____</p> <p>Officer 3 Name: _____</p> <p>Officer 3 Compensation: _____</p> <p>Officer 4 Name: _____</p> <p>Officer 4 Compensation: _____</p> <p>Officer 5 Name: _____</p> <p>Officer 5 Compensation: _____</p>
12. Awardee Street Address 1	1512 Willow Lawn Drive
13. Street Address 2	P.O. Box 6565
14. City	Richmond
15. State	VA
16. Zip + 4	23230-0565
17. Congressional District	7 <sup>th</sup>
18. Place of Performance – primary site where the work will be performed (POP) Awardee Street Address 1	1512 Willow Lawn Drive
19. POP Street Address 2	P.O. Box 6565
20. POP City	Richmond
21. POP State	VA
22. POP Zip + 4	23230-0565
23. POP Congressional District	7 <sup>th</sup>

Dun & Bradstreet website: <http://www.dnb.com/us/>  
 Central Contractor Registration website: <https://www.bpn.gov/ccr>

## Attachment G

I certify that the above Subawardee information is correct, accurate, and will be maintained/updated as required to keep registration current.

  
Name

Executive Director  
Title

6/19/2012  
Date

## Attachment G

## FFATA Sub-recipient Required Data

*This form must be completed, certified, and returned with the response to the RFP.***For VDSS Use Only – To be completed by Program Unit**

1. Federal Award Identifier Number (FAIN)	
2. Award Title	
3. CFDA	
4. Subaward Number	

**To be completed by Subawardee**

5. Subawardee Legal Name	Commonwealth Catholic Charities
6. Data Universal Numbering System (DUNS) number – 9 digits	057876781
7. Are you registered in the Central Contractor Registration (CCR)?  If Yes, continue to question 8. If No, please go to question 9.	<input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No
8. Is your registration CCR current and active?  If Yes, enter expiration date.  If No, continue to question 9.	<input checked="" type="checkbox"/> Yes  Expiration Date: <u>02/28/2013</u>  <input type="checkbox"/> No
9. In your business or organization's previous fiscal year, did your business or organization (including parent organization, all branches, and all affiliates worldwide) receive (1) 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; <b>AND</b> (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?  If Yes, continue to question 10. If No, please go to question 12.	<input type="checkbox"/> Yes  <input checked="" type="checkbox"/> No
10. Does the public have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <a href="http://www.sec.gov/answers/execomp.htm">www.sec.gov/answers/execomp.htm</a> .)	<input type="checkbox"/> Yes  <input type="checkbox"/> No



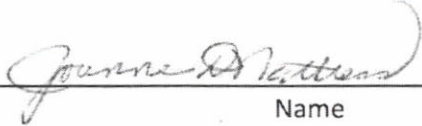
## Attachment G

If Yes, please go to question 12. If No, please continue to question 11.	
<p>11. List the names and total compensation of the top five highly compensated officers.</p> <p><i>Total Compensation is the cash and noncash dollar value earned by the executive during the preceding fiscal year and includes the following: salary and bonus; awards of stock, stock options, and stock appreciation rights; earnings for services under non-equity incentive plans; change in pension value, etc. (for more information see 17 CFR 229.402 (c))</i></p> <p><b>Note:</b> State and local governments are exempt from reporting executive compensation.</p>	<p>Officer 1 Name: _____</p> <p>Officer 1 Compensation: _____</p> <p>Officer 2 Name: _____</p> <p>Officer 2 Compensation: _____</p> <p>Officer 3 Name: _____</p> <p>Officer 3 Compensation: _____</p> <p>Officer 4 Name: _____</p> <p>Officer 4 Compensation: _____</p> <p>Officer 5 Name: _____</p> <p>Officer 5 Compensation: _____</p>
12. Awardee Street Address 1	1512 Willow Lawn Drive
13. Street Address 2	P.O. Box 6565
14. City	Richmond
15. State	VA
16. Zip + 4	23230-0565
17. Congressional District	7 <sup>th</sup>
18. Place of Performance – primary site where the work will be performed (POP) Awardee Street Address 1	1512 Willow Lawn Drive
19. POP Street Address 2	P.O. Box 6565
20. POP City	Richmond
21. POP State	VA
22. POP Zip + 4	23230-0565
23. POP Congressional District	7 <sup>th</sup>

Dun & Bradstreet website: <http://www.dnb.com/us/>Central Contractor Registration website: <https://www.bpn.gov/ccr>

**Attachment G**

I certify that the above Subawardee information is correct, accurate, and will be maintained/updated as required to keep registration current.

  
Name

Executive Director  
Title

6/19/2012  
Date

## Attachment H

## State Corporation Commission Form

## Virginia State Corporation Commission (SCC) registration information.

The Offeror, Commonwealth Catholic Charities :

(Agency Name)

☒ is a corporation or other business entity with the following SCC identification number:  
0095527-8 -OR☐ is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust -OR-☐ is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from offeror's out-of-state location) -OR-☐ is an out-of-state business entity that is including with this proposal an opinion of legal counsel which accurately and completely discloses the undersigned offeror's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

**\*\*NOTE\*\*** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver):

  
Authorized Signature6/15/2012  
DateExecutive Director  
Title





# COMMONWEALTH of VIRGINIA

Matthew J. Lohr  
Commissioner

## Department of Agriculture and Consumer Services

Division of Consumer Protection  
Office of Consumer Affairs

March 8, 2012

Ms. Joanne D. Natrass  
Executive Director  
Commonwealth Catholic Charities  
P. O. Box 6565  
Richmond, VA 23230-0565

Dear Ms. Natrass:

This confirms receipt of your completed Form 102, "Virginia Registration Statement for a Charitable Organization," under Section 57-49 of the Virginia Solicitation of Contributions Law (Law), and your registration fee in the amount of .

We have reviewed your completed Form 102 and accompanying materials and found your organization to be in compliance with the registration requirements of section 57-49 of the Law. Your organization is registered through February 15, 2013.

The issuance of this registration does not constitute an endorsement by the Commonwealth of Virginia, or by any of its departments, offices or employees, of the purpose or person conducting charitable solicitations.

It is your responsibility to advise potential donors, in a written statement on your solicitation materials, that a financial statement is available upon written request from the Office of Consumer Affairs.

If we can be of further assistance, please do not hesitate to contact us at 804-786-1343.

Sincerely,

A handwritten signature in black ink, appearing to read "Barbara Carver".

Barbara Carver  
Registrations Analyst

**Internal Revenue Service**  
**P.O. Box 2508**  
**Cincinnati, OH 45201**

**Department of the Treasury**

**Date: July 12, 2011**

**Person to Contact:**

Roger Meyer

**Toll Free Telephone Number:**

877-829-5500

**Employer Identification Number:**

53-0196617

**Group Exemption Number:**

0928

United States Conference of Catholic  
Bishops  
3211 4<sup>th</sup> Street, NE  
Washington, DC 20017-1194

Dear Sir/Madam:

This responds to your July 1, 2011, request for information regarding the status of your group tax exemption.

Our records indicate that you were issued a determination letter in March 1946, that you are currently exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, and are not a private foundation within the meaning of section 509(a) of the Code because you are described in sections 509(a)(1) and 170(b)(1)(A)(i).

With your request, you provided a copy of the *Official Catholic Directory for 2011*, which includes the names and addresses of the agencies and instrumentalities and the educational, charitable, and religious institutions operated by the Roman Catholic Church in the United States, its territories, and possessions that are subordinate organizations under your group tax exemption. Your request indicated that each subordinate organization is a non-profit organization, that no part of the net earnings thereof inures to the benefit of any individual, and that no substantial part of their activities is for promotion of legislation. You have further represented that none of your subordinate organizations is a private foundation under section 509(a), although all subordinates do not all share the same sub-classification under section 509(a). Based on your representations, the subordinate organizations in the *Official Catholic Directory for 2011* are recognized as exempt under section 501(c)(3) of the Code under GEN 0928.

Donors may deduct contributions to you and your subordinate organizations as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to them or for their use are deductible for federal estate and gifts tax purposes if they meet the applicable provisions of section 2055, 2106, and 2522 of the Code.

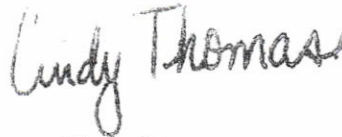
Subordinate organizations under a group exemption do not receive individual exemption letters. Most subordinate organizations are not separately listed in Publication 78 or the EO Business Master File. Donors may verify that a subordinate organization is included

in your group exemption by consulting the *Official Catholic Directory*, the official subordinate listing approved by you, or by contacting you directly. IRS does not verify the inclusion of subordinate organizations under your group exemption. See IRS Publication 4573, *Group Exemption*, for additional information about group exemptions.

Each subordinate organization covered in a group exemption should have its own EIN. Each subordinate organization must use its own EIN, not the EIN of the central organization, in all filings with IRS.

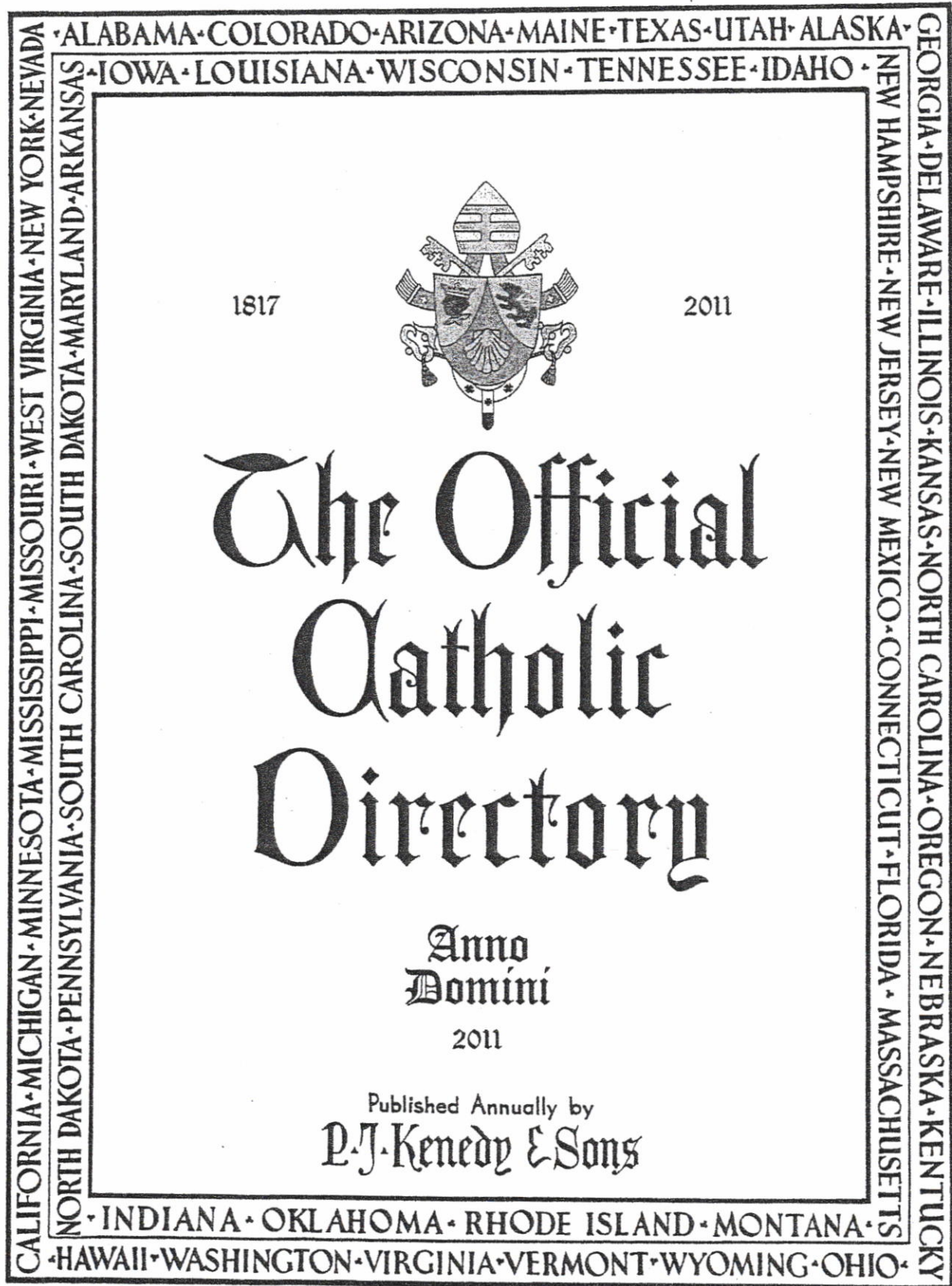
If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,

A handwritten signature in black ink that reads "Cindy Thomas". The signature is written in a cursive, flowing style.

Cindy Thomas  
Manager, Exempt Organizations  
Determinations





1119

Commonwealth Catholic Charities

Please see page 1127

**Diocese of Richmond**

(Diocesis Richmondiensis)

Most Reverend

**FRANCIS X. DiLORENZO**

Bishop of Richmond; ordained May 18, 1968; appointed Titular Bishop of Tigia and Auxiliary Bishop of Scranton January 26, 1988; consecrated March 8, 1988; appointed Apostolic Administrator of Honolulu October 12, 1993; succeeded to See November 29, 1994; appointed Bishop of Richmond March 31, 2004; installed May 24, 2004.



Most Reverend

**WALTER F. SULLIVAN, D.D.**

Bishop Emeritus of Richmond; ordained May 9, 1953; appointed Titular Bishop of Selsey and Auxiliary Bishop of Richmond October 20, 1970; consecrated December 1, 1970; appointed Apostolic Administrator of Richmond April 30, 1973; succeeded to the See, June 6, 1974; resigned September 16, 2003. Mailing Address: 7800 Carousel Lane, Richmond, VA 23294.

ESTABLISHED IN 1820.

Square Miles 36,711.

Comprises the State of Virginia, with the exception of the Counties of Arlington, Clarke, Culpeper, Fairfax, Fauquier, Frederick, King George, Lancaster, Loudoun, Madison, Northumberland, Orange, Page, Prince William, Rappahannock, Richmond, Shenandoah, Spotsylvania, Stafford, Warren and Westmoreland.

For legal titles of parishes and diocesan institutions, consult the Chancery Office.

Catholic Diocese of Richmond Pastoral Center: 7800 Carousel Lane, Richmond, VA 23294. Tel: 804-359-5661; Fax: 804-358-9159.

Web: [www.richmonddiocese.org](http://www.richmonddiocese.org)Email: [aedwards@richmonddiocese.org](mailto:aedwards@richmonddiocese.org)**STATISTICAL OVERVIEW**

<b>Personnel</b>					
Bishop	1	Pastoral Centers	3	Elementary Schools, Diocesan and Parish	22
Retired Bishops	1	Professional Ministry Personnel:		Total Students	7,398
Priests: Diocesan Active in Diocese	87	Brothers	9	Elementary Schools, Private	2
Priests: Diocesan Active Outside Diocese	2	Sisters	171	Total Students	750
Priests: Retired, Sick or Absent	59	Lay Ministers	460	Catechesis/Religious Education:	
Number of Diocesan Priests	148			High School Students	5,981
Religious Priests in Diocese	31	<b>Welfare</b>		Elementary Students	17,106
Total Priests in Diocese	179	Catholic Hospitals	10	Total Students under Catholic Instruction	33,200
Extern Priests in Diocese	27	Total Assisted	693,000	Teachers in the Diocese:	
<b>Ordinations:</b>		Homes for the Aged	18	Priests	1
Diocesan Priests	2	Total Assisted	2,000	Brothers	4
Transitional Deacons	2	Day Care Centers	2	Sisters	18
Permanent Deacons in Diocese	88	Total Assisted	205	Lay Teachers	913
Total Brothers	9	Specialized Homes	7	<b>Vital Statistics</b>	
Total Sisters	171	Total Assisted	11,000	Receptions into the Church:	
<b>Parishes</b>		Special Centers for Social Services	1	Infant Baptism Totals	3,226
Parishes	146	Total Assisted	500	Minor Baptism Totals	113
With Resident Pastor:		Residential Care of Disabled	5	Adult Baptism Totals	106
Resident Diocesan Priests	88	Total Assisted	2,800	Received into Full Communion	890
Resident Religious Priests	12	Other Institutions	6	First Communions	3,365
Without Resident Pastor:		Total Assisted	30,000	Confirmations	2,673
Administered by Priests	38	<b>Educational</b>		Marriages:	
Administered by Professed Religious		Diocesan Students in Other Seminaries	8	Catholic	422
Men	4	Total Seminarians	8	Interfaith	355
Administered by Lay People	1	High Schools, Diocesan and Parish	5	Total Marriages	777
Completely Vacant	3	Total Students	1,080	Deaths	1,624
Missions	1	High Schools, Private	3	Total Catholic Population	235,816
		Total Students	877	Total Population	5,016,220

**Former Bishops**—Rt. Revs. PATRICK KELLY, D.D., ord. July 18, 1802; first Bishop; cons. Aug. 24, 1820; transferred to Waterford and Lismore in 1822; died Oct. 8, 1829; RICHARD V. WHELAN, D.D., ord. May 1, 1831; second Bishop; cons. March 21, 1841; transferred to Wheeling, July 23, 1850; died July 7, 1874; JOHN MCGILL, D.D., ord. June 13, 1835; cons. Nov. 10, 1850; died Jan. 14, 1872; His Eminence JAMES CARDINAL GIBBONS, D.D., ord. June 30, 1861; cons. Aug. 16, 1868; Bishop of Adramyttium, and Vicar-Apostolic of North Carolina; transferred to the See of Richmond, July 30, 1872; transferred to the See of Baltimore, Oct. 3, 1877; created Cardinal Priest of S. Maria in Trastevere, June 7, 1886; died March 24, 1921; Rt. Revs. JOHN J. KEANE, D.D., ord. July 2, 1866; cons. Aug. 25, 1878; resigned August, 1888; rector of the Catholic University, Washington, DC; transferred to Archbishopric of Dubuque, July 24, 1900; died June 27, 1918; AUGUSTINE VAN DE VYVER, D.D., ord. July 21, 1870; cons. Oct. 20,

1889; died Oct. 16, 1911; DENIS JOSEPH O'CONNELL, D.D., ord. May 26, 1877; cons. May 3, 1908; Titular Bishop of Sebaste and Auxiliary Bishop of San Francisco; appt. Bishop of Richmond, Jan. 19, 1912; resigned Jan. 15, 1926 and appt. Titular Archbishop of Marianne; died Jan. 1, 1927; Most Revs. ANDREW J. BRENNAN, D.D., ord. December 17, 1904; cons. Titular Bishop of Thapsus and Auxiliary Bishop of Scranton, April 25, 1923; appt. Bishop of Richmond, May 28, 1926; resigned April 14, 1945; appt. Titular Bishop of Teimissus; died May 23, 1956; PETER L. IRETON, D.D., ord. June 20, 1906; appt. Titular Bishop of Cime Coadjutor Bishop and Apostolic Administrator of Richmond, Aug. 3, 1935; cons. Oct. 23, 1935; named Bishop of Richmond, April 14, 1945; named Assistant at the Pontifical Throne, May 21, 1956; died April 27, 1958; JOHN J. RUSSELL, D.D., ord. July 8, 1923; appt. Bishop of Charleston, Jan. 28, 1950; cons. March 14, 1950; appt. Bishop of Richmond, July

3, 1958; retired April 3, 1973; died March 17, 1993; WALTER F. SULLIVAN, D.D. (Retired), ord. May 9, 1953; appt. Titular Bishop of Selsey and Auxiliary Bishop of Richmond Oct. 20, 1970; cons. Dec. 1, 1970; appt. Apostolic Administrator of Richmond April 30, 1973; succeeded to the See, June 6, 1974; resigned Sept. 16, 2003.

**Central Administrative Offices**

Unless otherwise indicated all Diocesan Offices are located at: 7800 Carousel Ln., Richmond, 23294. Tel: 804-359-5661; Fax: 804-358-9159.

**Vicar General**—Rev. Msgr. THOMAS F. SHREVE, PA., J.C.L., V.G., 7800 Carousel Ln., Richmond, 23294. Tel: 804-359-5661. Regional Vicars: Rev. Msgrs. WALTER C. BARRETT, Central Vicariate. Tel: 804-222-1105; R. FRANCIS MUENCH, J.C.L., Eastern Vicariate. Tel: 804-359-5661; J. KENNETH RUSH JR., D.Min., Western Vicariate. Tel: 434-846-5245.

**Bishop's Administrative Advisory Council**—Rev. Msgr. THOMAS F. SHREVE, PA., J.C.L., V.G.; Mrs. DOROTHY MAHANES, Dir., Office of Human



## RICHMOND (RIC)

1120

## CATHOLIC CHURCH IN THE U.S.

Resources; Mr. MICHAEL J. MCGEE, CFO; Rev. Msgr. MARK RICHARD LANE, S.T.M., D.Min., Vicar for Clergy; Mrs. ANNE C. EDWARDS.

*Special Assistant and Advisor to the Bishop*—Mrs. ANNE C. EDWARDS, 7800 Carousel Ln., Richmond, 23294. Tel: 804-359-5661.

*Chancellor*—Deacon JOHN H. THOMAS, J.D., 7800 Carousel Ln., Richmond, 23294. Tel: 804-355-9155; Fax: 804-359-2810.

*Vice Chancellor*—Mr. VINCENT SANSONE, S.T.L. Tel: 804-359-5661, Ext. 218.

*Diocesan Tribunal Central Offices*—7800 Carousel Lane, Richmond, 23294. Tel: 804-355-9155; Fax: 804-359-2810.

*Judicial Vicar*—Rev. Msgr. R. FRANCIS MUENCH, J.C.L.

*Adjutant Judicial Vicar*—Rev. MICHAEL M. DUFFY, J.C.L.

*Tribunal Staff*—Revs. PETER O. AKPOGHIRAN, J.C.D., Canonist; DAVID L. NOTT, Instructor.

*Judges*—Rev. Msgr. J. KENNETH RUSH JR., D.Min.; Revs. WAYNE L. BALL; MICHAEL M. DUFFY, J.C.L.; KEVIN J. O'BRIEN, Ph.D.; Mr. JEFFREY STAAB, J.C.L.

*Defenders of the Bond*—Deacon JOHN H. THOMAS, J.D.; Mr. JOSEPH M. FITZGERALD, J.C.D., J.C.L.

*Ecclesiastical Notaries*—Mrs. DENISE RYAN; CHERYL GAMBARDILLA; Mrs. KATHLEEN M. MCINTOSH.

*Propagation of the Faith*—Rev. Msgr. THOMAS F. SHREVE, PA., J.C.L., V.G., Dir.

*Vicar for the Causes of Saints*—Very Rev. J. SCOTT DUARTE, J.C.D.

*Vicar for Clergy*—Rev. Msgr. MARK RICHARD LANE, S.T.M., D.Min. Tel: 804-359-5661.

*Associate Director*—Deacon ROBERT D. EWAN.

*Deacon Specialist*—Deacon FRANK RONALD BASKIND, Ph.D.

*Ethnic and Special Liturgies*—Filipino, Hispanic, Korean, Vietnamese; Tridentine Latin Mass, Deaf/Hearing Impaired. Please refer to the diocesan website for location and schedule.

*Vicar for Ecumenism & Ecumenical Affairs*—Dr. DOMINICK D. HANKLE. Tel: 757-352-4762. Email: dhankle@regent.edu.

*Vicar for Vocations*—Rev. MICHAEL G. BOEHLING.

*Diocesan Theologians*—Mr. VINCENT SANSONE, S.T.L. Tel: 804-359-5661, Ext. 218.

*Director of Archives and Museum*—Mr. VINCENT SANSONE, S.T.L.; Ms. COLLEEN E. YODER, Cur., Museum of Virginia Catholic History.

*Office of Human Resources*—Mrs. DOROTHY MAHANES, Dir.; Ms. MARYJANE M. FULLER, Asst. Dir.; Mrs. ETTA SHEPPERD, Benefits Mgr.; Mrs. SARAH L. FOGLE, H.R. Generalist.

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*Office of Printing*—Mr. NORMAN HOWARD, Dir.

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*Office of Finance*—Mr. MICHAEL J. MCGEE, CFO; Mrs. SARAH W. RABIN, Dir. Finance; Mrs. AIMEE W. CHAPPELL, Accounting Mgr.

*Parish & School Auditors*—Mr. WILLIAM B. MURPHY; Mr. ROBERT D. BOYLE.

*Parish Financial Auditor*—VACANT.

*Diocesan Housing Corporation*—Mr. MICHAEL BELLANCA, Exec. Dir.

*Financial Coordinator*—Mrs. SANDRA H. MOORE.

*Facilities Management*—Mr. JOHN W. MURPHY JR., Dir.

*Office of Risk Management*—Mr. KURT HICKMAN, Dir.

*Office of Christian Formation*—Mrs. EMILY FILIPPI, Dir.; Mrs. KATHLEEN T. MCMASTER, Assoc. Dir.; Mrs. BERNADETTE E. HARRIS, Assoc. Dir.; Mrs. MELANIE CODDINGTON, Southwest Region Coord.

*Office of Catholic Schools*—Mrs. ANNETTE PARSONS, Chief Educ. Admin.; Mrs. FRANCINE CONWAY, Supt.; Ms. MIRIAM COTTON, M.Ed., Asst. Supt.

*Office of Youth Ministry*—Mr. MICHAEL F. SCHOOL, Dir.

*Office of Worship*—Deacon CHRISTOPHER MORASH, Dir.

*Office of Campus and Young Adult Ministry*—Mr. MICHAEL F. SCHOOL, Interim Dir.

*Office for the Hispanic Apostolate*—Mr. ERIK MANUEL GIBLIN, Dir.

*Office for Black Catholics*—Mrs. PAN HARRIS, Coord.

*Office for Catholics with Disabilities*—Ms. WANETTA J. GRIGNOL, Dir.

## Diocesan Councils and Organizations

*Catholic Campaign for Human Development*—Mr. JAY BROWN, Dir., Office of Justice & Peace.

*Catholic Relief Services*—Contact: Mr. JAY BROWN, Dir., Office of Justice & Peace.

*Catholic Daughters of America*—State Regent: Ms. LARELLE STELLWAG, 3118 Wynford Dr., Fairfax, 22031. Tel: 703-208-1092.

*Catholic Golden Age*—Mr. THOMAS MILHAUSEN, 8113 Provincetown Dr., Richmond, 23223. Tel: 804-320-1750.

*"Catholic Virginian" (Diocesan Newspaper)*—Mr. STEPHEN S. NEILL, Editor, 7800 Carousel Ln., Richmond, 23294. Tel: 804-359-6654; Fax: 804-359-5689; Mrs. JUDITH LINDFORS, Business Mgr. & Circulation Dir.

*Council of Catholic Women*—VACANT.

*Catholic Women's Club*—Mrs. BARBARA MCRAE, Pres., 4203 Hermitage Rd., Richmond, 23227. Tel: 804-264-9210.

*Cemeteries*—Rev. GEORGE E. ZAHN, Dir. Tel: 804-329-0473.

*Council of Priests*—See Presbyteral Council.

*Catholic Charities*—*Commonwealth Catholic Charities*—1512 Willow Lawn Dr., Richmond, 23230-0565. Tel: 804-285-5900. Ms. JOANNE D. NATTRASS, M.B.A., B.S.N., R.N., Exec. Dir.

*Office of Justice & Peace*—Commonwealth Catholic Charities and provides the office's management support social justice issues within the Diocese of Richmond and global community. OJP works to form collaborative relationships with parishes to promote a comprehensive understanding of Catholic social teaching and its practical application in responsible action for the common good. OJP's focus areas include: Catholic social teaching; respect life; Haiti ministry and global solidarity; migrant ministry and domestic poverty; prison ministry and southwest Virginia ministries. 1512 Willow Lawn Dr., Richmond, 23230. Tel: 804-285-5900 (Main Office). Web: www.richmonddiocese.org/ojp. Mr. JAY BROWN, Dir.

*Migrant Ministry*—within the Office of Justice & Peace and Commonwealth Catholic Charities works with local parishes to extend the church's pastoral presence to migrant farm workers and their families. The office networks with local agencies to meet the social service needs of migrant farm workers and advocates for social policies to protect and promote their rights. Mr. JAMES R. ALBRIGHT, Regl. Coord., Mailing Address: P.O. Box 584, Accomac, 23301. Tel: 757-787-7862.

*Refugee & Immigration Services*—1512 Willow Lawn Dr., Ste. A, Richmond, 23230. Tel: 804-355-4559.

Mrs. MARILYN BRESLOW, Exec. Dir.

*Catholic Charities of Eastern Virginia, Inc.*—5361-A Virginia Beach Blvd., Virginia Beach, 23462. Tel: 757-467-7707. Mr. DOMINICK CALGI, Dir.

*Commission for Ecumenical & Interreligious Affairs*—Dr. DOMINICK D. HANKLE, 2161 Mill Crossing Dr., Virginia Beach, 23454. Tel: 757-352-4762.

*Finance Council*—Mr. GREGORY FRANCESKU, 513 Woodlake Rd., Virginia Beach, 23452.

*Haitian Ministry Commission*—Office of Justice & Peace. Tel: 804-359-5661.

*Holy Childhood Association*—Rev. Msgr. THOMAS F. SHREVE, PA., J.C.L., V.G.

*Knights of Columbus*—State Deputy: ISAIAS ALBA, 9310 Brian Run Ln., Springfield, 22153. Tel: 703-455-6010.

*Nocturnal Adoration Society*—Rev. JAMES KAUFFMANN, 300 N. Sheppard St., Richmond, 23220.

*Diocesan Pastoral Council*—Mrs. PATTY HUFFMAN, Exec. Sec.

*Diocesan School Board*—MICHAEL BORZA, Chm., 1805 Keeling Wood Lane, Virginia Beach, 23454.

*Presbyteral Council*—Rev. JOSEPH H. METZGER III, Chair.

*Propagation of the Faith*—Rev. Msgr. THOMAS F. SHREVE, PA., J.C.L., V.G.

*Respect Life*—VACANT.

*Secular Carmelite Communities*—*Community of the Holy Spirit*—SUNNI COWLING, O.C.D.S., Pres., 1211 Mt. Erin Dr., Richmond, 23231.

*Community of Our Lady of the Annunciation*—TIRA KNIPSEL, O.C.D.S., Pres., 1288 Alantone Dr., Virginia Beach, 23454.

*Lay Fraternity of St. Dominic*—St. Thomas Aquinas Chapter Rev. LUKE CLARK, O.P., Supvr., 401 Alderman Rd., Charlottesville, 22903.

*Serra Club of Richmond*—JOHN STROTMEYER, 1000 Beveridge Rd., Richmond, 23226.

*Sowers of Justice*—VACANT.

*Victim Assistance Coordinators*—WILLIAM DEVLIN, Commonwealth Catholic Charities, 820 Campbell Ave., S.W., Roanoke, 24016. Tel: 540-344-5107; Ms. NIKI MELLO, Commonwealth Catholic Charities, P.O. Box 6565, Richmond, 23230. Tel: 804-285-5900. Catholic Charities of Eastern Virginia, Inc. 5361-A Virginia Beach Blvd., Virginia Beach, 23462. Tel: 757-467-7707; Mr. JOE NEW, Contact Person Tidewater, Catholic Charities of Eastern Virginia.

*Youth Ministry Council*—VACANT.

*Liturgical Commission*—Deacon CHRISTOPHER MORASH, Contact.

*Commission for Black Catholic*—Ms. CHRISTINE THOMAS, Chm., 4700 Southmoor Rd., Richmond, 23234.

*Building and Renovation Committee*—Rev. Msgr. THOMAS F. SHREVE, PA., J.C.L., V.G., Chm., 11000 Smoketree Dr., Richmond, 23236.

*Campus & Young Adult Ministry*—Mr. MICHAEL F. SCHOOL, Contact.

*Christian Formation Commission*—Mrs. TERRY COLVILLE, Chm., 8275 Meadowbridge Rd., Mechanicsville, 23116.

*Diocesan Pastoral Planning Commission*—Mrs. ELIZABETH A. NEU, Contact.

*Hispanic Commission*—Mr. BENNY MALAVE, Chm., 86 Meredith Way, Newport News, 23606.

*Human Resources Commission*—Mrs. DOROTHY MAHANES, Contact.

*Women's Commission*—VACANT.

## CLERGY, PARISHES, MISSIONS AND PAROCHIAL SCHOOLS

## CITY OF RICHMOND

1—CATHEDRAL OF THE SACRED HEART (1906) [JC] Most Rev. Francis Xavier DiLorenzo; Rev. Patrick Golden, Rector; Deacons J. Brian Bergen; Marshall D. Banks; Mark C. Matte.

*Bishop's Office*—7800 Carousel Ln., 23294. Tel: 804-359-5661; Fax: 804-358-9159.

*Cathedral Office*—800 S. Cathedral Pl., 23220-1569. Tel: 804-359-5651; Fax: 804-358-8043. Email: kwalters@richmondcathedral.org. Web: www.richmondcathedral.org. Church: 18 N. Laurel, 23220.

*Catechesis/Religious Program*—Students 136.

2—ST. AUGUSTINE (Chesterfield Co.) (1973) Rev. Msgr. Michael S. Schumey; Deacon Eric Christopher Broughton. In Res., Rev. James M. Fosnot. Res.: 9608 Veranda Ct., 23237. Tel: 804-778-4842. Church: 4400 Beulah Rd., 23237. Tel: 804-275-7962; Fax: 804-271-4604. Email: staugustinechurch@hotmail.com. Web: www.staugustineparish.net.

*Catechesis/Religious Program*—Students 356.

3—SAINT BENEDICT (1911) [JC] Rev. James Kaufmann. Mailing Address: 206 N. Belmont Ave., 23221. Res.: 1129 West Ave., 23220. Tel: 804-358-2427; Fax: 804-355-5112. Church: 800 N. Sheppard St., 23221-2407. Tel: 804-254-8810; Fax: 804-355-5112. Email: info@saintbenedictparish.org. Web: www.saintbenedictparish.org. School—3100 Grove Ave., 23221. Tel: 804-254-8850; Fax: 804-254-9163. Web: www.saintbenedictschool.org. Mr. Sean M. Cruess, Prin. Lay Teachers 16; Students 181.

*Catechesis/Religious Program*—Students 136.

4—ST. BRIDGET (Henrico Co.) (1949) Rev. Msgr. William H. Carr; Rev. David J. Stanfill, Parochial Vicar; Deacons John A. Arkestyn; Robert B. Giovenno. Church: 6006 Thre Chopt Rd., 23226-2730. Tel: 804-282-9511; Fax: 804-285-7227. Email:

parishmail@stbridgets.org. Web: www.saintbridgetchurch.org.

School—6011 York Rd., 23226. Tel: 804-288-1994; Fax: 804-288-5730. Email: information@saintbridget.org. Web: www.saintbridget.org. Mr. Raymond E. Honeycutt, Prin. Lay Teachers 35; Students 491.

*Catechesis/Religious Program*—Students 472.

5—CHURCH OF THE EPIPHANY (Chesterfield Co.) (1979) Rev. Steven R. Rule; Deacons Richard M. Miech; Belardino Lupini. Mailing Address: 11000 Smoketree Dr., 23236-3144. Tel: 804-794-0222; Fax: 804-378-2013. Email: epiphany@epiphanychurch.org. Web: www.epiphanychurch.org. See Regional School St. Edward - Epiphany, Richmond under St. Edward, Richmond for details.

*Catechesis/Religious Program*—Students 761.

6—CHURCH OF THE VIETNAMESE MARTYRS (1983), (Vietnamese), Rev. Peter Huong Pham, O.P. Mailing Address: 12500 Patterson Ave., 23238. Tel:



## CATHOLIC CHURCH IN THE U.S.

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RICHMOND (RIC)

- 804-784-5450; Fax: 804-784-9822. Email: bgriffin@olrichva.org.  
*Catechesis/Religious Program*—Students 115.  
 7—**ST. EDWARD THE CONFESSOR** (1959) Revs. Donald H. Lemay; Kevin J. O'Brien, Parochial Vicar; Deacons James D. Greer, Thomas B. Elliott. Res.: 10908 Ashburn Rd., 23235-2618. Tel: 804-330-0772. Email: stwardward@stedwardch.org. Web: www.stedchurch.com.  
 Church & Mailing Address: 2700 Dolfeld Dr., 23235-2618.  
*School*—Regional School St. Edward-Epiphany, 10701 Huguenot Rd., 23235. Tel: 804-272-2861; Fax: 804-272-2904. Ms. Georgette M. Richards, Prin. Lay Teachers 23; Students 494.  
*Catechesis/Religious Program*—Students 430.  
 8—**ST. ELIZABETH** (1923), (African American), [JC] Rev. Francois G. Babulu.  
 Mailing Address: 1301 Victor St., 23222-3935. Tel: 804-329-4599; Fax: 804-321-0741.  
 Church: 2712 Second Ave., 23222. Fax: 804-321-0741. Email: stelizabeth@verizon.net. Web: www.stelizabethcc.org.  
*School*—All Saints, 3418 Noble Ave., 23222. Tel: 804-329-7524; Fax: 804-329-4201. Mr. Kenneth Soistman, Prin.  
*Catechesis/Religious Program*—Students 123.  
 9—**HOLY ROSARY** (1963), (African American), Rev. Msgr. Walter C. Barrett.  
 Parish Office & Mailing Address: 3300 "R" St., 23223-0416. Tel: 804-222-1105; Fax: 804-226-2204. Email: holyrosary@aol.com. Web: hrcrichmond.org.  
 Res.: 901 Hunters Run Dr., 23223. Tel: 804-343-7111.  
*Catechesis/Religious Program*—Students 50.  
 10—**ST. JOSEPH** (1991) Rev. Adrian W. Harmening, O.S.B.  
 828 Buford Rd., 23235. Tel: 804-320-4932; Fax: 804-320-4050. Email: secretary@stjosephrichmond.org.  
*Catechesis/Religious Program*—Students 130.  
 11—**ST. KIM TAEKON** (1986), (Korean), Unassigned. Mailing Address: 3103 Maury St., 23224-3559. Tel: 804-232-0993; Fax: 804-232-0995.  
 Church: 3100 Logandale Ave., 23224.  
*Catechesis/Religious Program*—Students 49.  
 12—**ST. MARY** (1962) Revs. Michael A. Renninger; James M. Arsenault, Parochial Vicar; Sr. Pat McCarthy, s.f.c.c., Pastoral Assoc.; Rebecca Oxenreider, Parish Social Ministry; Joe Lenich, Music Min.  
 Mailing Address: 9505 Gayton Rd., 23229-5319. Tel: 804-740-4044; Fax: 804-740-2197. Email: parish@stmarysrichmond.org. Web: www.stmarysrichmond.org.  
*School*—9501 Gayton Rd., 23229. Tel: 804-740-1048; Fax: 804-740-1310. Dr. Thomas D. Dertinger, Prin. Lay Teachers 38; Students 440.  
*Catechesis/Religious Program*—John Sweet, D.R.E. & Youth Min. Students 400.  
 13—**ST. MICHAEL** (Glen Allen) (1992) Revs. Daniel O. Brady; James M. Arsenault, Parochial Vicar; Deacons David S. Nemetz; Andrew M. Ferguson; Curtis L. Hornstra; Frank Ronald Baskind.  
 Mailing Address: 4491 Springfield Rd., Glen Allen, 23060. Tel: 804-527-1037; Fax: 804-527-1039. Email: admin@saint-mikes.org. Web: www.saint-mikes.org.  
*Catechesis/Religious Program*—Tel: 804-527-1037, Ext. 13. Email: pmundy@saint-mikes.org. Students 1,263.  
 14—**OUR LADY OF LOURDES** (Henrico Co.) (1944) [JC] Rev. Robert M. Spencer, Canonical Pastor; Deacon Robert H. Griffin, Admin. In Res. Rev. B. Daniel Bond (Retired).  
 Church: 8200 Woodman Rd., 23228-3237. Tel: 804-262-7315; Fax: 804-262-7337. Email: lourdes@olrichva.org. Web: www.olrichva.org.  
*School*—8250 Woodman Rd., 23228. Tel: 804-262-1770; Fax: 804-200-6295. Email: oloffice@comcast.net. Web: www.ollschoolric.com.  
 Lucy R. Reilly, Prin. Lay Teachers 27; Students 385.  
*Catechesis/Religious Program*—Tel: 804-262-7317; Fax: 804-262-7337. Email: ekemp@olrichva.org. Students 278.  
 15—**ST. PATRICK** (1859) Rev. Wayne L. Ball, Admin. Mailing Address: 213 N. 25th St., 23223-7115. Tel: 804-648-0504; Fax: 804-648-5216. Email: office@saintpatrickchurchhill.org. Web: www.saintpatrickchurchhill.org. In Res., Rev. Peter O. Akpoghian.  
 16—**ST. PAUL** (1921) [CEM] Rev. George E. Zahn. Mailing Address: 909 Rennie Ave., 23227. Tel: 804-329-0473; Fax: 804-329-5512 (Rectory); Fax: 804-321-6454. Email: churchoffice@saintpaulscc.com.  
*School*—All Saints, 3418 Noble Ave., 23227. Tel: 804-329-7524; Fax: 804-321-1538. Mr. Kenneth Soistman, Prin. Lay Teachers 17; Students 123.  
*Catechesis/Religious Program*—Students 69.  
 17—**ST. PETER** (1834) [JC] Rev. Robert A. Brownell. Mailing Address: 800 E. Grace St., P.O. Box 933, 23219-0933. Tel: 804-643-4315; Fax: 804-783-6120. Email: stpeterchurch2@aol.com.  
 Res.: 4030 Forest Hill Ave., Apt. 27, 23225. Tel: 804-231-3941. Email: stpeterchurch2@aol.com. Web: www.stpeterchurch1834.org.  
 Church: 800 E. Grace St., 23219.  
*Catechesis/Religious Program*—Students 4.  
 18—**SACRED HEART** (1901) [JC] Rev. Shay W. Auerbach, S.J.  
 Mailing Address: 1400 Perry St., 23224-2057. In Res., Revs. G. Harry Hock, S.J.; Robert D. Wiesenbaugh, S.J.  
 Res.: 1409 Perry St., 23224. Tel: 804-232-2266; Fax: 804-232-8964 (Office); Fax: 804-231-9931. Email: sacred.heart.church@comcast.net.  
 Church: 1401 Perry St., 23224.  
*Catechesis/Religious Program*—Stephanie Robertson, C.R.E.  
**OUTSIDE THE CITY OF RICHMOND**  
**ABINGDON, WASHINGTON CO., CHRIST THE KING** (1983) Rev. Paul Maier; Deacon Richard Cronican.  
 Res. & Mailing Address: P.O. Box 1201, 24212-1201. Tel: 276-628-2941; Fax: 276-783-7282. Web: www.ck-abingdon.org.  
 Church: 822 E. Main St., 24212.  
*Catechesis/Religious Program*—Students 51.  
**AMELIA, WASHINGTON CO., GOOD SAMARITAN** (1980) Rev. Pasquale J. Apuzzo, Admin.; Deacon Edward P. Schmidt.  
 Mailing Address: P.O. Box 759, 23002. Tel: 804-561-6671. Email: carolhx@tds.net.  
*Catechesis/Religious Program*—Students 10.  
**AMHERST, AMHERST CO., ST. FRANCIS OF ASSISI** (1995) Rev. Daniel L. Kelly.  
 Mailing Address: 332 S. Main St., P.O. Box 663, 24521. Tel: 434-946-2053. Email: office@stfrancisamherst.org. Web: stfrancisamherst.org.  
*Catechesis/Religious Program*—Students 6.  
**APFOMATTOX, APFOMATTOX CO., OUR LADY OF PEACE** (1982) Rev. James E. Gallagher Jr.  
 Mailing Address: 2938 Oakleigh Ave., P.O. Box 668, 24522-0668.  
 Church: Corner of Rte. 631 & Rte. 627, 24522. Tel: 434-352-0104; Fax: 434-352-0104. Email: jimg301@juno.com.  
*Catechesis/Religious Program*—  
**ASHLAND, HANOVER CO., ST. ANN** (1892) Rev. Christian J. Haydinger; Deacon Eugene P. Kamper.  
 Res.: 105 S. Snead St., 23005-1514. Tel: 804-798-5039; Fax: 804-798-5072. Email: office@stannsc.org. Web: www.stannsc.org.  
*Catechesis/Religious Program*—Students 246.  
**BEDFORD, BEDFORD CO., HOLY NAME OF MARY** (1874) Rev. Salvador Anonuevo; Deacon Raymond Roderique, (Retired).  
 Mailing Address: 1307 Oakwood St., 24523-1613. Tel: 540-586-8988; Fax: 540-587-9080.  
 Res.: 1531 Newton Cir., 24523. Tel: 540-586-9271. Email: fathersalvadore@gmail.com. Web: holynamemary.net.  
*Catechesis/Religious Program*—Email: rita.zimmermann@verizon.net. Students 162.  
**BIG STONE GAP, WISE CO., SACRED HEART** (1902) Rev. Timothy A. Drake; Deacon Barron Flanary. In Res., Rev. Leslie Schmidt, G.H.M.  
 Rectory—1821 Holton Ave. E., 24219-2611. Tel: 276-523-1588; Fax: 276-523-1588. Email: shccbsg@yahoo.com.  
*Catechesis/Religious Program*—  
**BLACKSBURG, MONTGOMERY CO., ST. MARY** (1938) Revs. Jeremiasz H. Sojka; John A. Grace, Campus Min.; VA Tech.; Deacons Mike Ellerbrock; James H. Keaney.  
 Mailing Address: 1205 Old Mill Rd., 24060-3618. Tel: 540-552-1091; Fax: 540-953-2962. Email: officestaff@stmarysblacksburg.org. Web: www.stmarysblacksburg.org.  
 Res.: 1211 Old Mill Rd., 24060. Tel: 540-951-2136.  
*Newman Community*—203 Otey St., 24060. Tel: 540-951-0032.  
*Catechesis/Religious Program*—Students 240.  
**BLACKSTONE, NOTTOWAY CO., IMMACULATE HEART OF MARY** (1947) Revs. Anthony W. Morris, C.Ss.R.; John S. Kloefer, Sacramental Min. (Retired); Joseph Wamala, Parochial Vicar; Deacon Emmett R. McLane III, Pastoral Assoc.  
 Church & Mailing Address: 903 S. Main St., P.O. Box 266, 23824-0266. Tel: 804-292-5535; Fax: 804-392-6677. Email: cubuff03@gmail.com.  
*Catechesis/Religious Program*—Students 22.  
**BRISTOL, BRISTOL CO., ST. ANNE** (1903) [CEM] Rev. Timothy E. Keeney; Deacon Juan Ibarra.  
 Mailing Address: 350 Euclid Ave., 24201-4014. Tel: 276-669-8200 (Office Phone); Fax: 276-669-7825. Email: stannes@stannes-bristol.org. Web: www.stannes-bristol.org.  
 Res.: 922 Chester St., 24201. Tel: 276-466-4776.  
*School*—(Grades PreK-8), 300 Euclid Ave., 24201. Tel: 276-669-0048; Fax: 276-669-3523. Email: sas@stannes-bristol.org. Richard Fenchak, Prin.  
 Lay Teachers 25; Students 136.  
*Catechesis/Religious Program*—Students 136.  
**BROOKNEAL, CAMPBELL CO., ST. ELIZABETH OF HUNGARY** (1957) Closed. For inquiries for parish records contact the chancery.  
**BUCKINGHAM, BUCKINGHAM CO., CHURCH OF THE NATIVITY** (1981) [CEM] Revs. Anthony W. Morris, C.Ss.R.; Joseph Wamala, Parochial Vicar; Deacon Emmett R. McLane III, Pastoral Assoc.  
 Mailing Address: 4309 Thomas Jefferson Pkwy., Palmyra, 22963.  
 Church: Rte. 60 E., 23921. Tel: 434-969-3306; Fax: 434-392-6677. Email: cubuff03@gmail.com.  
*Catechesis/Religious Program*—Students 2.  
**BUMPASS, LOUISA CO., IMMACULATE CONCEPTION** (1876) [CEM] Rev. Michael M. Duffy; Deacons Alfonso Benet; Robert M. Esposito.  
 Mailing Address: P.O. Box 128, 23024-0128. Tel: 540-872-3922 (Office); 540-894-8209 (Rectory); Fax: 540-872-3726. Email: immaculate1876@earthlink.net. Web: www.lovisacatholics.org.  
 Church: 1107 Fredericks Hall Rd., 23024.  
*Catechesis/Religious Program*—Students 37.  
**CAPE CHARLES, NORTHAMPTON CO., ST. CHARLES BORROMEO** (1886) [CEM] Rev. J. Michael Breslin; Deacon Donald Donovan.  
 Mailing Address: 545 Randolph Ave., 23310-3305. Tel: 757-331-1724 (Rectory); 757-331-2040 (Office); Fax: 757-331-4619. Email: saintcharles@verizon.net.  
*Catechesis/Religious Program*—Students 61.  
**CAROLINE COUNTY, CAROLINE CO., ST. MARY OF THE ANNUNCIATION** (1914) [CEM 2] Rev. Msgr. Walter C. Barrett; Rev. David L. Nott, Sacramental Min.; Deacon David J. Geary.  
 Mailing Address: P.O. Box 396, Ladysmith, 22501. Office & Church: 10308 Ladysmith Rd., Ladysmith, 22501. Tel: 804-448-9064; Fax: 804-448-5464. Email: office@saintmarycc.org. Web: www.saintmarycc.org.  
*Catechesis/Religious Program*—Students 62.  
**CHARLOTTESVILLE, ALBEMARLE CO.**  
 1—**CHURCH OF THE HOLY COMFORTER** (1880) Rev. Dennis McAuliffe.  
 Res.: 133 Old Fifth Cir., 22902. Tel: 434-293-6867. Web: www.holycomforterparish.org.  
 Church: 208 E. Jefferson St., 22902-5105. Tel: 434-295-7185; Fax: 434-295-7001.  
*Catechesis/Religious Program*—Tel: 434-295-6559. Email: tritzert@holycmforterparish.org. Students 71.  
 Mission—St. George's P.O. Box 9, Scottsville, Albemarle Co. 24590. Tel: 434-286-3724.  
 2—**CHURCH OF THE INCARNATION** (1976) Revs. Gregory Kandt; Edwin Montanez, Parochial Vicar; Deacons Bernard Taylor; Christopher Morash; Joseph T. Morlino.  
 Office: 1465 Incarnation Dr., 22901-1716. Tel: 434-973-4381; Fax: 434-973-1757. Email: office@incarnationparish.org. Web: www.incarnationparish.org.  
 Res.: 2414 Commonwealth Dr., 22901. Tel: 434-978-7544.  
*School*—Charlottesville Catholic School, 1205 Pen Park Rd., 22901. Tel: 434-964-0400; Fax: 434-964-1373. Mr. Alan Yost, Prin.  
*Catechesis/Religious Program*—Students 582.  
 3—**ST. THOMAS AQUINAS** (1963) [JC] Revs. Luke Clark, O.P.; Joseph A. Scordo, O.P., Parochial Vicar; Steven Paul Alcott, O.P., Parochial Vicar; Jack Buda, O.P., Parochial Vicar. In Res., Rev. William Price Garrett, O.P.  
 Office: Tel: 434-293-8081; 434-293-6472; Fax: 434-296-1941. Email: susiep@stauva.org. Web: www.stauva.org.  
 Res.: 308 Alderman Rd., 22903. Tel: 434-977-5658.  
 Church & Mailing Address: 401 Alderman Rd., 22903.  
*Catechesis/Religious Program*—Email: reled@stauva.org. Students 526.  
**CHESAPEAKE, CHESAPEAKE CO.**  
 1—**ST. MARY** (1915) Revs. David W. Cupps; Jonathan Goertz, Parochial Vicar.  
 Church & Mailing Address: 536 Homestead Rd., 23321. Email: admin@stmarys.hrcocmail.com. Web: www.stmarys-catholicchurch.org.  
*Catechesis/Religious Program*—Email: mrcbebe@cox.net. Students 51.  
 2—**PRINCE OF PEACE** (1975) Rev. Romeo D. Jazmin.  
 Mailing Address: 621 Cedar Rd., 23322. Tel: 757-547-0366; 757-547-3903; Fax: 757-436-6477. Email: pop.office@popparish.org. Web: www.popparish.org.  
 Res.: 303 Elberon Ct., 23322. Tel: 757-547-2951.  
*Catechesis/Religious Program*—Students 686.  
 3—**ST. STEPHEN, MARTYR** (1997) Rev. Brian M. Rafferty; Deacon Keith A. Fournier.  
 Mailing Address: 1544 S. Battlefield Blvd., 23322-2041. Tel: 757-421-7416; Fax: 757-421-7488. Email: ssm@ssmcc.org. Web: ssmcc.org.  
 Res.: 1117 Vineyard Dr., 23322. Tel: 757-646-9400.  
*Catechesis/Religious Program*—Tel: 757-204-4565. Students 599.



## RICHMOND (RIC)

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## CATHOLIC CHURCH IN THE U.S.

4—ST. THERESE OF LISIEUX (1954) Rev. James E. Gordon.  
Res.: 321 Saunders Dr., Portsmouth, 23701.  
Church: 4137 Portsmouth Blvd., 23321-2127. Tel: 757-488-2553; Fax: 757-465-4086. Email: info@sttheresechesva.org. Web: StTheresChesVA.org.  
*Catechesis/Religious Program—Students 313.*  
CHESTERFIELD, CHESTERFIELD CO., ST. GABRIEL (1997) Rev. Pasquale Apuzzo.  
Office & Mailing Address: 8901 Winterpock Rd., 23832. Tel: 804-639-6712; Fax: 804-639-6591. Email: therese.venti@saintgabriel.org. Web: www.saintgabriel.org.  
*Catechesis/Religious Program—Students 318.*  
CHINCOTEAGUE ISLAND, ACCOMACK CO., ST. ANDREW THE APOSTLE (1965) Rev. Paschal N. Kneip, O.S.B. Res. & Mailing Address: 6319 Mumford St., 23336. Tel: 757-336-5432; Fax: 757-336-3515. Email: standrewtheapostle@verizon.net.  
Church: 6288 Church St., 23336.  
*Catechesis/Religious Program—Tel: 757-336-1209. Students 27.*  
CHRISTIANSBURG, MONTGOMERY CO., HOLY SPIRIT CATHOLIC CHURCH (1995) Rev. John Prinelli.  
355 Independence Blvd., 24068.  
Church: P.O. Box 98, 24068. Tel: 540-921-3547; Fax: 540-921-3547. Email: holyspiritemail@yahoo.com.  
*Catechesis/Religious Program—*  
CLARKSVILLE, MECKLENBURG CO., ST. CATHERINE OF SIENA (1947) [CEM] Revs. John C. Kazibwe (Uganda); Nixon Negparanon (Philippines), Parochial Vicar; Deacon John E. Sadowski.  
Mailing Address: P.O. Box 1537, 23927.  
Res.: 810 Market St., 23927. Tel: 434-374-5040.  
Church: 805 Virginia Ave., 23927. Tel: 434-374-8408; Fax: 434-374-9442. Email: saintcatherines@usa.net. Web: www.saintcatherinesofsiena.org.  
*Catechesis/Religious Program—Maureen Bellissimo, D.R.E. Students 28.*  
CLIFTON FORGE, ALLEGANY CO., ST. JOSEPH (1889) [CEM] Unassigned. Mailing Address: 620 Jefferson Ave., 24422-1715. Tel: 540-863-5371. Email: stjoseph@ntelos.net.  
*Catechesis/Religious Program—Students 7.*  
CLINTWOOD, DICKENSON CO., ST. JOSEPH (1979) Rev. Timothy A. Drake.  
Mailing Address: P.O. Box 1250, 24228-1250. Tel: 276-926-5451. Web: www.clintwoodva.catholicweb.com.  
Church: 478 Clintwood Main St., 24228. Email: stanthonys3@verizon.net.  
*Catechesis/Religious Program—Students 4.*  
COLONIAL HEIGHTS, COLONIAL HEIGHTS CO., ST. ANN (1925) [CEM] Rev. Lou Ruoff.  
Mailing Address: 17111 Jefferson Davis Hwy., 23834-5396. Tel: 804-526-2548; Fax: 804-526-1922. Email: saintann@verizon.net. Web: www.stanncc.com.  
Res.: 2433 Aldridge Ave., 23834.  
*Catechesis/Religious Program—Tel: 804-526-1860. Students 522.*  
COLUMBIA, PLUMMER CO., ST. JOSEPH'S/SHRINE OF ST. KATHARINE DREXEL (1884) Rev. Gerald F. Musaubire, Admin.  
Mailing Address & Parish House: 28 Cameron St., P.O. Box 808, 23038-0808. Tel: 434-842-3970.  
Res.: 15 Dogleg Rd., Palmyra, 22963. Tel: 804-589-5200; Fax: 434-589-4463. Email: pastor@stspeterpaul.org.  
*Catechesis/Religious Program—65 Community Rd., Kent Store, 23884. Tel: 434-842-3970. Mrs. Christine Evans, D.R.E. Students 16.*  
COVINGTON, ALLEGANY CO., SACRED HEART (1924) Unassigned.  
Office: 214 W. Locust St., 24426-1537. Tel: 540-962-6541.  
Res.: 220 W. Locust St., 24426-1537. Email: sacredheart@ntelos.net.  
*Catechesis/Religious Program—Students 13.*  
CREWE, NOTTOWAY CO., ST. JOHN THE BAPTIST (1939) [CEM] Closed. For inquiries for parish records contact the chancery.  
DANVILLE, PITTSYLVANIA CO., SACRED HEART (1878) Rev. Charles L. Breindel.  
Mailing Address: 538 Central Blvd., 24541. Tel: 434-792-9456; Fax: 434-792-9463. Email: shc\_adm@comcast.net. Web: www.shearthcatholic.com.  
Res.: 154 College Ave., 24541. Tel: 434-792-0081.  
School—540 Central Blvd., 24541. Tel: 434-793-2656; Fax: 434-793-2658. Email: sacredht@earthlink.net. Web: www.sheartschool.com. Kimberly W. Meadows, Prin. Lay Teachers 29; Students 223.  
*Catechesis/Religious Program—Students 143.*  
DINWIDDIE, DINWIDDIE CO., ST. JOHN (1907) [CEM] Rev. John J. Wagner III; Rev. Msgr. Joseph Thang Pham, Parochial Vicar; Deacon Matthew C. Ma-

cLaughlin.  
Mailing Address: 7215 Squirrel Level Rd., Petersburg, 23805-7035. Tel: 804-861-0123; Fax: 804-861-0123. Email: stjohndinwiddie@verizon.net. Web: www.stjohndinwiddie.org.  
Church: Squirrel Level Rd. & Flank Rd., 23805.  
*Catechesis/Religious Program—Students 32.*  
ELKTON, ROCKINGHAM CO., HOLY INFANT (1951) Rev. Lawrence J. Mullaney Jr.  
Mailing Address & Church: 101 W. Marshall Ave., 22827-1221. Tel: 540-298-1341. Email: infant.shepherdVA@yahoo.com. Web: www.infant-shepherd.org.  
*Catechesis/Religious Program—Mrs. Patricia Dobes, D.R.E. Students 19.*  
EMPORIA, GREENSVILLE CO., ST. RICHARD (1940) Rev. Columba A. Nnorom.  
Mailing Address: P.O. Box 90, Ebony, 23845. Tel: 434-636-7782 (Rectory). Email: SPTAmail@bugs.net.  
*Catechesis/Religious Program—Desi Maldonado, D.R.E. Students 11.*  
FARMVILLE, PRINCE EDWARD CO., ST. THERESA (1939) Revs. Anthony W. Morris, C.Ss.R.; Joseph Wamala, Parochial Vicar; Deacons Emmett R. McLane III; Peter J. Menting; Mr. Robert Zupaneck, Campus Min. (Longwood University & Hampden-Sydney College).  
Mailing Address: 709 Buffalo St., 23901-1109.  
Res.: 816 Buffalo St., 23901. Tel: 434-315-0311; 434-392-3934 (Main); Fax: 434-392-1611. Email: sttheresa@embarqmail.com.  
*Catechesis/Religious Program—Email: sttheresa2@embarqmail.com. Karen Bailey, D.R.E. Students 87.*  
Longwood University—Hampden-Sydney College—  
FINCASTLE, BOTETOURT CO., CHURCH OF THE TRANSFIGURATION (1989) Rev. Stephen McNally, Admin.  
Church & Mailing Address: 7624 Roanoke Rd., 24090. Tel: 540-473-2656; Fax: 540-473-2193. Email: transfigure@ntelos.net. Web: www.churchofthetransfiguration.com.  
*Catechesis/Religious Program—Students 90.*  
Mission—St. John the Evangelist (2000) 99 Second St., New Castle, Craig Co. 24127. Tel: 540-864-8886.  
FORT MONROE, HAMPTON CO., ST. MARY STAR OF THE SEA (1860) Revs. Peter Sousa, C.Ss.R.; Daniel Carboy, C.Ss.R., Parochial Vicar; William Spillane, C.Ss.R., Parochial Vicar; Deacon James Wharry.  
Mailing Address: 7 Frank Ln., 23651-1010. Tel: 757-722-9855; 757-722-3138; Fax: 757-726-0083. Email: stmarystarofthesea.hrcxmail.com. Web: stmarystarofthesea.catholicweb.com.  
School—St. Mary Star of the Sea, 14 N. Willard Ave., Hampton, 23663. Tel: 757-723-6358; Fax: 757-723-6544. Sr. Marie Andrea, Prin. Sisters 5; Lay Teachers 13; Students 213.  
*Catechesis/Religious Program—Tel: 757-722-9855.*  
Email: drestmarys@yahoo.com. Students 31.  
FRANKLIN, SOUTHAMPTON CO., ST. JUDE (1948) Rev. Charles A. Sagio.  
Mailing Address: 1014 Clay St., 23851-1309. Tel: 757-569-9600; Fax: 757-569-9600 (Call First). Email: stjude1@verizon.net.  
*Catechesis/Religious Program—Students 65.*  
Mission—Infant of Prague Rte. 460, Wakefield, Southampton Co. 23888.  
GATE CITY, SCOTT CO., ST. BERNARD (1956) Rev. Roland Hautz, G.H.M.  
Mailing Address: 139 Linda St., 24251. Tel: 276-386-9665; Fax: 276-386-3902. Email: rollieb@mount.com.  
*Catechesis/Religious Program—Students 5.*  
Mission—St. Patrick (1946) Tel: 276-386-9665.  
GLOUCESTER, GLOUCESTER CO., ST. THERESE, THE LITTLE FLOWER (1939) Rev. James Cowles, Admin.  
Church & Mailing Address: 6262 Main St., 23061. Tel: 804-693-5939 (Office); Fax: 804-693-4766. Email: office1@stthereseglo.org. Web: www.saintthereseglo.org.  
Res.: 6220 Main St., 23061.  
*Catechesis/Religious Program—Tel: 804-693-5939. Students 156.*  
HAMPTON, HAMPTON CO.  
1—CATHOLIC COMMUNITY OF THE KOREAN MARTYRS (1989), (Korean), Rev. Simon Hyo-Sung Ahn; Deacon Joseph N. Riss.  
Mailing Address: 2018 Bay Ave., 23661. Tel: 757-245-4485; 757-245-5513; Fax: 757-246-1277. Email: stroseandkm@gmail.com.  
*Catechesis/Religious Program—Students 50.*  
2—IMMACULATE CONCEPTION (1968) Rev. Msgr. Robert M. Perkins.  
Res.: 40 Pine Cone Dr., 23669. Tel: 757-826-0050.  
Church: 2150 Cunningham Dr., 23666. Tel: 757-826-0393; Fax: 757-825-0855. Email: iccc.hampton@verizon.net. Web: www.icchampton.org.

*Catechesis/Religious Program—Students 152.*  
3—ST. JOSEPH (1955) Revs. Peter Sousa, C.Ss.R.; Daniel Carboy, C.Ss.R., Parochial Vicar; William Spillane, C.Ss.R., Parochial Vicar; Deacon Jose M. Gonzalez.  
Mailing Address: 512 Buckroe Ave., P.O. Box 4126, 23664-0126. In Res., Rev. George N. Rosario, C.Ss.R.  
Res.: 410 Buckroe Ave., 23664-0126. Tel: 757-851-1711.  
Church: 414 Buckroe Ave., 23664-0126. Tel: 757-851-8800; Fax: 757-851-1875. Email: parishoffice@stjosephscatholicchurch.com. Web: www.stjosephscatholicchurch.com.  
*Catechesis/Religious Program—Students 206.*  
4—OUR LADY OF VIETNAM CHAPEL (1994), (Vietnamese), Rev. Joseph Phien Nguyen (Vietnam); Deacon James Wharry.  
Mailing Address: 1806 Ashland Ave., Norfolk, 23509. Tel: 757-622-5345; 757-722-2657.  
Chapel—1307 LaSalle Ave., 23669. Fax: 757-622-4248.  
5—ST. ROSE OF LIMA (1948) Rev. Simon Hyo-Sung Ahn; Deacon Joseph N. Riss.  
Mailing Address: 2114 Bay Ave., 23661. Tel: 757-245-5513; Fax: 757-245-1277. Email: strose@erols.com. Web: strosehampton.com. Res.: 2108 Bay Ave., 23661. Tel: 757-245-6313.  
*Catechesis/Religious Program—Students 18.*  
HARRISONBURG, ROCKINGHAM CO., BLESSED SACRAMENT (1906) Rev. Thomas E. Mattingly; Deacon Fred C. La Spina, Pastoral Assoc.  
Mailing Address & Church: 154 N. Main St., 22802. Tel: 540-434-4341. Web: www.bscvva.com.  
Res.: 843 Meadowlark Dr., 22802. Tel: 540-433-3585.  
*Catechesis/Religious Program—Tel: 540-434-5549. Students 473.*  
HIGHLAND SPRINGS, HENRICO CO., ST. JOHN THE EVANGELIST (1929) Rev. Wayne L. Bail.  
Mailing Address: P.O. Box 190, 23075-0190. Tel: 804-737-8028; Fax: 804-328-4683. Email: office@stjohnscatholicchurch.org. Web: www.stjohnscatholicchurch.org.  
Res.: 7973 Bear Grass Ln., Mechanicsville, 23111. Tel: 804-677-1854.  
Church: 813 W. Nine Mile Rd., 23075.  
*Catechesis/Religious Program—Email: tylessane@stjohnscatholicchurch.org. Students 97.*  
HOPEWELL, HAMPTON CO., ST. JAMES CHURCH (1918) Rev. Frank Wiggins.  
Mailing Address: 510 W. Poythress St., 23860-2508. Res.: 102 N. Fifth Ave., 23860.  
Church: 500 W. Poythress St., 23860. Tel: 804-458-9223; 804-458-9286 (Evening); Fax: 804-458-1216. Email: st.jameshopewell@verizon.net. Web: www.stjameshopewell.org.  
*Catechesis/Religious Program—Email: stjameschristianinformation@verizon.net. Students 79.*  
HOT SPRINGS, BATH CO., THE SHRINE OF THE SACRED HEART (1922) Rev. John McGinnity (Retired).  
Mailing Address: 1499 Shady Ln., 24445-0047. Tel: 540-839-2603.  
*Catechesis/Religious Program—Email: shrine@tds.net. Students 3.*  
HURK, PITTSYLVANIA CO., ST. VICTORIA (1964) Rev. James E. Gallagher Jr.  
Mailing Address: P.O. Box 640, 24563-0640. Tel: 434-324-4824. Email: stviccach@fairpoint.net.  
Res.: 305 Victoria Dr., 24563. Fax: 434-324-4824.  
JONESVILLE, LEE CO., CHURCH OF THE HOLY SPIRIT (1956) Rev. Timothy A. Drake; Deacon Barton Flanary.  
Mailing Address: P.O. Box 923, 24263. Tel: 276-346-0269. Email: hscjva@yahoo.com. In Res., Rev. Leslie Schmidt, G.H.M.  
Church: U.S. Rte. 58 E. of Jonesville, 24263. Tel: 276-679-2336.  
*Catechesis/Religious Program—Students 16.*  
LAKE GASTON, MECKLENBURG CO., ST. PETER THE APOSTLE (1995) Rev. Columba A. Nnorom.  
Church: Rte. 903, 31 Ebony Rd., Ebony, 23845. Tel: 434-636-7782; Fax: 434-636-4549. Email: sptamail@bugs.net. Web: www.st-peter-the-apostle.org.  
*Catechesis/Religious Program—Robert Walker, D.R.E. Students 2.*  
LEBANON, RUSSELL CO., GOOD SHEPHERD (1959) Rev. Michael J. Herbert.  
Mailing Address: P.O. Box 730, 24266-0730. Tel: 276-889-1690; 276-889-0127.  
Church: 890 W. Main St., Ste. A, 24266. Email: mjherbert@earthlink.net.  
*Catechesis/Religious Program—Students 7.*  
LEXINGTON, ROCKBRIDGE CO., ST. PATRICK (1873) Rev. Joseph A. D'Aurora.  
Office & Mailing: 221 W. Nelson St., P.O. Box 725, 24450-0725. Tel: 540-463-3533; Fax: 540-464-3790. Email: doriskstpat@embarqmail.com. Web: stpatricklexington.com.  
Res.: 225 Denny Ln., 24450-1770. Tel: 540-463-6819.



## CATHOLIC CHURCH IN THE U.S.

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RICHMOND (RIC)

- Church: 219 W. Nelson St., 24450.  
*Catechesis/Religious Program*—Students 110.
- LOVINGSTON, NELSON CO., ST. MARY (1979) Rev. Daniel L. Kelly; Deacon Richard J. Nees.  
 Mailing Address: 9900 Thomas Nelson Hwy., 22949-0735. Tel: 434-263-8509. Email: stmarystfrancischurch@verizon.net. Web: www.stmaryscatholicchurch.org.  
*Catechesis/Religious Program*—Tel: 434-263-6923. Students 35.
- LYNCHBURG, CAMPBELL CO.  
 1—HOLY CROSS (1859) [CEM] Rev. Msgr. J. Kenneth Rush Jr. In Res., Rev. James E. Gallagher Jr.  
 Church & Office Address: 710 Clay St., 24504-2530. Tel: 434-846-5245; Fax: 434-846-7022. Email: hcrosshome@aol.com. Web: www.holycrosslynchburg.org.  
 Res.: 2000 Burnt Bridge Rd., 24503. Tel: 434-386-0220.  
 School—Regional School, (Grades PreK-12), 2125 Langhorne Rd., 24501. Tel: 434-847-6436. Mr. John P. Jones, Prin. Lay Teachers 45; Students 317.  
*Catechesis/Religious Program*—Students 270.
- 2—ST. THOMAS MORE (1978) Rev. Richard T. Mooney; Deacon Frederick Scarletto.  
 3015 Roundelay Rd., 24502-2036. Tel: 434-237-5911; Fax: 434-237-8854. Email: info@stmva.com. Web: www.stmva.com.  
*Catechesis/Religious Program*—Tel: 434-237-8852. Email: faithformation@stmva.com. Students 300.
- MARION, SMYTH CO., ST. JOHN THE EVANGELIST CHURCH (1974) Rev. Paul Maier; Deacon Juan Ibarra, Hispanic Ministry.  
 124 Park Blvd., 24354. Tel: 276-783-7282; Fax: 276-783-7282.  
 Church: 124 Park Blvd., 24354.  
*Catechesis/Religious Program*—Students 16.
- MARTINSVILLE, HENRY CO., ST. JOSEPH (1949), (Hispanic), Rev. Joseph Torretto.  
 Mailing Address: 2481 Spruce St., 24112. Tel: 276-638-4779; 276-638-1192; Fax: 540-638-2218. Email: stjosephcc@centurylink.net. Web: www.stjosephchurch.net.  
 Res.: 1810 Spruce St., #117, 24112. Tel: 276-632-5182.  
*Catechesis/Religious Program*—Students 70.
- MATHEWS, MATHEWS CO., CHURCH OF FRANCIS DE SALES (1983) [JC] Rev. Robert L. Cummins.  
 Church: 176 Lover's Ln., 23109. Fax: 804-725-5463. Email: fdschurch@gmail.com. Web: www.churchoffrancisdesales.org.  
*Catechesis/Religious Program*—Students 55.
- MECHANICSVILLE, HANOVER CO., CHURCH OF THE REDEEMER (1976) Rev. James J. Begley Jr.; Deacons Christopher Stephen Colville; Chris Malone.  
 Church & Mailing Address: 8275 Meadowbridge Rd., 23116. Tel: 804-746-4911; Fax: 804-746-8657. Email: sphillips@churchredeemer.org. Web: www.churchredeemer.org.  
 Res.: 8222 N. Mayfield Ln., 23111. Tel: 804-427-6962.  
*Catechesis/Religious Program*—Tel: 804-746-4911.  
 Mrs. Terry Colville, D.R.E.; Mr. LeRoy Orie Jr., Youth Min.; Bernadette Harris, D.R.E. (Adult). Students 919.
- MIDDLESEX, MIDDLESEX CO., CHURCH OF THE VISITATION (1983) [JC] Rev. Robert L. Cummins.  
 Mailing Address: P.O. Box 38, Topping, 23169-0038. Tel: 804-755-5160; Fax: 804-755-0676. Email: churchofthevisitation@viametrocast.net. Web: www.visitationcatholicchurch.org.  
 Res.: 119 Club Dr., Hartfield, 23071. Tel: 804-776-0676.  
 Church: 8462 Puller Hwy., Topping, 23169.  
*Catechesis/Religious Program*—Students 51.
- MINERAL, LOUISA CO., ST. JUDE (1974) [CEM] Rev. Michael M. Duffy; Deacons Robert M. Esposito; Alfonso Benet.  
 Mailing Address: P.O. Box 40, 23117-0040. Tel: 540-894-4266; Fax: 540-894-4993.  
 Church: 1937 Davis Hwy., 23117-0040. Email: stjudeinmineral@verizon.net. Web: www.louisacatholic.org.  
*Catechesis/Religious Program*—Students 65.
- MONETA, BEDFORD CO., RESURRECTION (1984) [CEM] Rev. Salvador Anonuevo; Chris Barrett, Senior Pastoral Assoc.; Joe Day, Parish Admin.  
 Mailing Address: 15353 Moneta Rd., 24121-9804. Tel: 540-297-5530; Fax: 540-297-6316. Email: jday@resurrectioncatholic.org. Web: www.resurrectioncatholic.org.  
*Catechesis/Religious Program*—Students 69.
- NEW CASTLE, CRAIG CO., SAINT JOHN THE EVANGELIST MISSION (1997) Rev. Stephen McNally.  
 99 Second St., 24127. Tel: 540-864-8686. Email: stjohnewcastle@tds.net.  
*Catechesis/Religious Program*—Students 8.
- NEWPORT NEWS, NEWPORT CO.  
 1—ST. JEROME (1966) Rev. V. Henry M. Diesta.  
 Mailing Address: 116 Denbigh Blvd., 23608-3333. Tel: 757-877-5021; Fax: 757-898-1437. Email: jeanieaa@stjeromennva.org. Web: www.stjeromennva.org.  
*Catechesis/Religious Program*—Tel: 757-877-3771. Email: margie@stjeromennva.org. Students 459.
- 2—OUR LADY OF MOUNT CARMEL (1953) Revs. Kenneth E. Wood; Peter Tran; Deacon Bernard H. Taylor.  
 100 Harpersville Rd., 23601-2324. Tel: 757-595-0385; Fax: 757-599-9285. Email: jhassan@olmc.org. Web: www.olmc.org.  
 School—Tel: 757-596-2754; Fax: 757-596-1570. Sr. John Paul Myers, O.P., Prin. Sisters of St. Dominic 5; Lay Teachers 47; Students 549.  
*Catechesis/Religious Program*—Tel: 757-595-0385, Ext. 119. Students 445.
- 3—ST. VINCENT DE PAUL (1881) Rev. Alistair McKay, C.Ss.R.  
 Church & Mailing Address: 230 33rd St., P.O. Box 258, 23607. Tel: 757-245-4234; Fax: 757-245-0039. Email: stvdpc@verizon.net. Web: mysite.verizon.net/stvdpc.  
*Catechesis/Religious Program*—Students 61.
- NORFOLK, NORFOLK CITY CO.  
 1—BASILICA OF ST. MARY OF THE IMMACULATE CONCEPTION (1791), (African American), [JC] Rev. Ernest Livasia Bulinda, Rector; Deacon Calvin J. Bailey.  
 Office & Rectory: 1000 Holt St., 23504-4201. Tel: 757-622-4487; Fax: 757-625-7969. Email: admin@stmary.hrcxmail.com. Web: www.basilicaofsaintmary.org.  
 Church: 232 Chapel St., 23504.  
*Catechesis/Religious Program*—Students 104.
- 2—BLESSED SACRAMENT (1921) [CEM] Rev. Joseph H. Metzger III.  
 Mailing Address: 6400 Newport Ave., 23505-4557. Tel: 757-423-8305; Fax: 757-451-3335. Email: office@blessed-sacrament.com. Web: www.blessed-sacrament.com.  
 Res.: 110 W. Severn Rd., 23505. Tel: 757-489-9636.  
*Catechesis/Religious Program*—Students 200.
- 3—CHRIST THE KING (1949) Rev. Matthias Lumboso.  
 Office & Mailing Address: 1803 Columbia Ave., 23509-1298. Tel: 757-622-1120; 757-622-9196; Fax: 757-627-8808. Email: office@christtheking.hrcxmail.com. Web: www.ctkparish-norfolk.org.  
 Res.: 1804 Ashland Ave., 23509. Tel: 757-627-1723. Email: brafferty@christtheking.hrcxmail.com.  
 School—3401 Tidewater Dr., 23509. Tel: 757-625-4951; Fax: 757-623-5212. Email: info@ctkparish.org. Web: www.ctkparish.org. Mrs. Rachel Chatham, Prin. Lay Teachers 22; Students 290.  
*Catechesis/Religious Program*—Tel: 757-625-0208. Students 155.
- 4—HOLY TRINITY (1921) [JC] Rev. William Daniel Beeman.  
 Mailing Address: 155 W. Government Ave., 23503-2905. Tel: 757-480-3433; Fax: 757-480-8749. Email: parish.office@trinitynorfolk.org. Web: www.trinitynorfolk.org.  
*Catechesis/Religious Program*—Students 139.
- 5—OUR LADY OF LAVANG (1991) [JC] Rev. Joseph Phien Nguyen (Vietnam), Admin.; Deacon James Wharry.  
 1805 Ashland Ave., 23509-1236.  
 Church: 409 Compostella Rd., 23509. Tel: 757-232-1424; Fax: 757-351-3648.
- 6—ST. PIUS X (1955) Rev. Venancio R. Balarte Jr.; Deacon Walker King.  
 Res.: 1615 Longdale Dr., 23518. Tel: 757-855-3297. Email: stpiusxchurch@piusparish.org. Web: www.piusparish.org/church.  
 School—7800 Halprin Dr., 23518. Tel: 757-588-6171; Fax: 757-587-6580. Email: school@piusparish.org. Web: www.piusparish.org. Sr. Linda Taber, I.H.M., Prin. Sisters Servants of the Immaculate Heart of Mary 2; Lay Teachers 17; Students 330.  
*Catechesis/Religious Program*—Email: sbernadette@piusparish.org. Students 219.
- 7—SACRED HEART (1894) [CEM] Rev. Daniel N. Klem.  
 Office: 520 Graydon Ave., 23507-1711. Tel: 757-625-6763; Fax: 757-627-1965. Email: office@sacredheartnorfolk.org. Web: www.sacredheartnorfolk.org.  
*Catechesis/Religious Program*—Students 177.
- NORGE, JAMES CITY CO., ST. OLAF, PATRON OF NORWAY (1992) Rev. Peter M. Creed; Deacons Robert R. Thompson; Daniel F. Ferry.  
 Mailing Address: 104 Norge Ln., 23188-7229. Tel: 757-564-3819; Fax: 757-565-1099. Email: office@stolafchurch.hrcxmail.com. Web: www.stolaf.cc.  
*Catechesis/Religious Program*—Students 143.
- NORTON, WISE CO., ST. ANTHONY (1938) Rev. Timothy A. Drake.  
 Mailing Address & Church: 1009 Virginia Ave., N.W., 24273-1897. Tel: 276-679-2336. Email: stanthonys3@verizon.net. Web: www.stanthonycatholic.org.  
*Catechesis/Religious Program*—Students 16.
- Station—University of Virginia at Wise Wise.  
 ONLEY, ACCOMACK CO., ST. PETER THE APOSTLE (1942) Rev. Rodrigo Mingollo.  
 Church & Mailing Address: 25236 Coastal Blvd., P.O. Box 860, 23418-0860. Tel: 757-787-4592; Fax: 757-787-2899. Email: stpeterapostle@verizon.net. Web: www.stpetertheapostle.com.  
*Catechesis/Religious Program*—Students 87.
- PALMYRA, FLUVANNA CO., SS. PETER & PAUL (1986) Rev. Gerald F. Musaubire, Admin.  
 Mailing Address: 4309 Thomas Jefferson Pkwy., 22963-9506. Tel: 434-589-5201; Fax: 434-589-4463. Email: office@saintspeterpaul.org. Web: www.saintspeterpaul.org.  
*Catechesis/Religious Program*—Students 157.
- PEARISBURG, GILES CO., HOLY FAMILY (1965) Rev. John Prinelli.  
 Mailing Address: 516 Mason Court Dr., 24134-1832. Tel: 540-921-3547. Email: holyfamilyva@lycos.com.  
*Catechesis/Religious Program*—Students 9.
- PETERSBURG, PRINCE GEORGE CO., ST. JOSEPH (1842) [CEM] Rev. Joseph Morton Biber.  
 Church, Office & Mailing Address: 11 N. Market St., P.O. Box 2006, 23804-1806. Tel: 804-733-3115; Fax: 804-862-9931. Email: st\_joseph\_church@sjcpetersburg.com. Web: www.sjcpetersburg.com.  
 Res.: 19 Centre Hill Ct., 23803. Tel: 804-732-5127.  
 School—123 Franklin St., 23803. Tel: 804-732-3931; Fax: 804-863-2635. Sr. Margaret Mary Scally, D.C., Prin. Lay Teachers 10; Students 192.  
*Catechesis/Religious Program*—Tel: 804-862-9977. Students 70.
- POCAHONTAS, TAZEWELL CO., ST. ELIZABETH (1896) Merged with St. Mary, Richlands, St. Theresa, Tazewell & mission church of St. Joseph, Grundy to form Holy Family Parish, Tazewell.
- PORTSMOUTH, PORTSMOUTH CO.  
 1—CHURCH OF THE HOLY ANGELS (1917) [JC] Revs. David W. Cupps; Jonathan Goertz, Parochial Vicar.  
 Office: 34 Afon Pkwy., 23702-2799. Tel: 757-485-2142; 757-485-2143; Fax: 757-485-3699. Email: holyangels@juno.com.  
*Catechesis/Religious Program*—Students 59.
- 2—CHURCH OF THE RESURRECTION (1971) Revs. David W. Cupps; Jonathan Goertz, Parochial Vicar.  
 Mailing Address: 3501 Cedar Ln., 23703. Tel: 757-484-7335; Fax: 757-484-5857. Email: info@resurrection.org.  
 Res.: 518 High St., 23704. Tel: 757-397-7066.  
*Catechesis/Religious Program*—Students 117.
- 3—ST. PAUL (1804) [CEM] [JC] Revs. David W. Cupps; Jonathan Goertz, Parochial Vicar.  
 Office: 518 High St., 23704-3516. Tel: 757-397-7066; Fax: 757-393-4334. Email: stpaulspoint@aol.com. Web: www.stpauls-portsmouth.org.  
 Church: 522 High St., 23704.  
*Catechesis/Religious Program*—Email: mrcbebe@cox.net. Students 170.
- POWHATAN, CAMPBELL CO., ST. JOHN NEUMANN (1948) Rev. Walter G. Lewis, Admin.; Deacons Edward P. Schmidt; Fulton Patrick O'Donnell.  
 Church: 2480 Batterson Rd., 23139-7513. Tel: 804-598-3754; 804-794-9098; Fax: 804-598-1467. Email: sjn\_general@yahoo.com. Web: www.sjnpowhatan.org.  
*Catechesis/Religious Program*—Students 200.
- PRINCE GEORGE COUNTY, PRINCE GEORGE CO., CHURCH OF THE SACRED HEART (1906) [CEM] Rev. Jay Wagner; Deacons Raymond K. Linden; Edward G. Hanzlik; Robert Dennis Baker; James E. Rodgers.  
 Mailing Address: 9300 Community Ln., Petersburg, 23805-7567. Tel: 804-732-6385; Fax: 804-732-6385. Email: sacredheart1906@verizon.net. Web: www.churchsacredheart.com.  
*Catechesis/Religious Program*—Students 129.
- QUINQUE, GREENE COUNTY, SHEPHERD OF THE HILLS (1980) Rev. Lawrence J. Mullaney Jr.  
 Mailing Address: P.O. Box 83, 22965-0083. Tel: 434-985-3929. Email: infant.shepherdVA@yahoo.com. Web: www.infant-shepherd.com.  
 Church: Rte. 633, 6562 Amicus Rd., 22965-0083.  
*Catechesis/Religious Program*—Jane Lilly, D.R.E. Students 46.
- QUINTON, NEW KENT CO., ST. ELIZABETH ANN SETON (1986) Very Rev. J. Scott Duarte; Deacon William R. Hunt.  
 Mailing Address & Church: 2631 Pocahontas Tr., 23141-0245. Tel: 804-932-4125; Fax: 804-932-8126. Email: seasacatholic@verizon.net. Web: www.seasacatholicchurch.org.  
*Catechesis/Religious Program*—Students 33.
- RADFORD, MONTGOMERY CO., ST. JUDE (1967) Rev. Kenneth J. Shuping; Deacon Michael J. Ellerbrock.  
 Mailing Address: 1740 Tyler Rd., Christiansburg, 24073-6154. Tel: 540-639-5341; Fax: 540-639-4738. Email: stjudechurch@juno.com. Web: stjudeadfordva.org.  
 Res.: 1800 Tyler Rd., Christiansburg, 24073. Tel:



## RICHMOND (RIC)

## 1124

## CATHOLIC CHURCH IN THE U.S.

540-731-9541.  
**Catechesis/Religious Program—Students 117.**  
**RICHMOND, TAZEWELL CO., ST. MARY (1962)** Merged with St. Theresa, Tazewell, St. Elizabeth, Pocahontas & mission church of St. Joseph, Grundy to form Holy Family, Tazewell.  
**ROANOKE, ROANOKE CO.**  
 1—**ST. ANDREW (1890)** [JC] Rev. Msgr. Thomas G. Miller; Deacon Mark D. Allison.  
 Res. & Mailing Address: 631 N. Jefferson St., 24016. Email: jblanchard@standrewsroanoke.org. Web: www.standrewsroanoke.org.  
**Catechesis/Religious Program—Students 370.**  
 2—**ST. GERARD (1948)** Rev. Rene R. Castillo; Deacon Stephen O'Connell.  
 809 Orange Ave., N.W., 24016-1117. Tel: 540-343-7744; Fax: 540-343-3599. Email: mail@stgerard-roanoke.com. Web: www.stgerard-roanoke.com.  
**Catechesis/Religious Program—Email:** reled@stgerard-roanoke.com. Students 101.  
 3—**OUR LADY OF NAZARETH (1914)** Rev. Msgr. Joseph P. Lehman.  
 Mailing Address: 2505 Electric Rd., S.W., 24018-3599. Tel: 540-774-0066 (Office); 540-774-0857 (Res.); Fax: 540-774-2148. Web: www.ohn-parish.org. Email: secretary@ohn-parish.com.  
**Catechesis/Religious Program—Tel:** 540-774-0773. Email: cf@ohn-parish.org. Students 473.  
**ROCKY MOUNT, FRANKLIN CO., FRANCIS OF ASSISI (1984)** Rev. Rene R. Castillo; Mr. Larry A. Fischbach, Senior Pastoral Assoc.  
 Mailing Address: 15 Glenwood Dr., 24151-2111. Tel: 540-483-9591; Fax: 540-483-5232. Email: francismom@jetbroadband.com. Web: www.francis-of-assisi.org.  
**Catechesis/Religious Program—Students 90.**  
**ST. PAUL, WISE CO., ST. THERESA (1954)** Rev. Michael J. Herbert.  
 Mailing Address: P.O. Box 56, 24283-0056. Tel: 276-762-5932; Fax: 276-762-5932. Email: mjherbert@earthlink.net.  
**Catechesis/Religious Program—Students 6.**  
**SALEM, PAGE CO., OUR LADY OF PERPETUAL HELP (1947)** Rev. Kevin Lee Segerblom; Deacon Eric M. Surnat.  
 Mailing Address: 314 Turner Rd., 24153-2399. Tel: 540-387-0491; Fax: 540-389-8237. Web: www.olphsalem.org. Email: office@olphsalem.org.  
 Res.: 1408 Kathryn Ln., 24153. Tel: 540-387-1020.  
**Catechesis/Religious Program—Email:** christianinformation@olphsalem.org. Students 162.  
**SCOTTSVILLE, ALBEMARLE CO., ST. GEORGE (1975)** [CEM] Rev. Dennis McAuliffe.  
 Mailing Address: 7240 Scottsville Rd., P.O. Box 9, 24590-0009. Tel: 434-286-3724. Email: stgeorge604@juno.com.  
**SMITHFIELD, ISLE OF WIGHT CO., GOOD SHEPHERD (1984)** Revs. Peter Bialkowski (Poland); Jarostaw Nowacki, Parochial Vicar.  
 Mailing Address: P.O. Box 840, 23431-0840. Tel: 757-365-0579; Fax: 757-365-4749. Email: goodshepherd-smithfield@verizon.net. Web: goodshepherd-smithfield.org.  
 Church: 300 Smithfield Blvd., 23430.  
**Catechesis/Religious Program—Students 150.**  
**SOUTH BOSTON, HALIFAX CO., ST. PASCHAL BAYLON (1953)** [JC] Revs. John C. Kazibwe (Uganda); Nixon Negparanon (Philippines), Parochial Vicar.  
 Church: 800 John Randolph Blvd., 24592-2943. Tel: 434-572-2285; Fax: 434-572-1725. Email: stpaschalchurch@embarqmail.com.  
**Catechesis/Religious Program—Students 16.**  
**SOUTH HILL, MECKLENBURG CO., GOOD SHEPHERD (1922)** Revs. John C. Kazibwe (Uganda); Nixon Negparanon (Philippines), Parochial Vicar.  
 Mailing Address: P.O. Box 621, 23970-0621. Tel: 434-447-3622; Fax: 434-447-4729. Email: goodsh23970@earthlink.net.  
 Church: 1664 N. Mecklenburg Ave., 23970.  
**Catechesis/Religious Program—Students 18.**  
**STAUNTON, AUGUSTA CO., ST. FRANCIS OF ASSISI (1844)** Rev. Burt Sare (Philippines), Admin.; Alexa Shmidneiser, Pastoral Assoc.; Deacon James Kledzik.  
 Res.: 24401. Tel: 540-886-9121. Email: office@stfrancisparish.org. Web: www.stfrancisparish.org.  
**Catechesis/Religious Program—Fax:** 540-885-5743. Students 196.  
**SUFFOLK, SUFFOLK CO., ST. MARY OF THE PRESENTATION (1927)** Revs. Peter Bialkowski (Poland); Jarostaw Nowacki, Parochial Vicar.  
 Office: 202 S. Broad St., 23434-5715. Tel: 757-539-5732; Fax: 757-538-0103. Email: office@stmarysuffolk.org. Web: www.stmarysuffolk.org.  
 Church: 200 S. Broad St., 23434.  
**Catechesis/Religious Program—Students 107.**  
**TABB, YORK CO., BLESSED KATERI TEKAKWITHA (1986)** Rev. Charles J. Paul; Mrs. Elaine Riley, Admin.

Church & Office: 3800 Big Bethel Rd., 23693-3814. Tel: 757-766-3800; Fax: 757-766-1125. Email: elainerley@stkatari.org. Web: www.stkatari.org.  
**Catechesis/Religious Program—Web:** www.stkatariyouth.org. Mrs. Patricia Giaccio, D.R.E. (Grades K-7); Mrs. Patricia Kovac, (Grades 8-12); Mrs. Lori Yankoski. Students 384.  
**TAPPAHANNOCK, ESSEX CO., ST. TIMOTHY (1972)** Rev. Anthony E. Marques.  
 Mailing Address: 708 N. Church Ln., P.O. Box 129, 22560-0129. Web: www.sttimothyparish.org.  
 Church: 708 N. Church Ln., 22560. Tel: 804-443-2760; 804-443-2570; Fax: 804-443-2022. Email: sttimothychurch@verizon.net.  
**Catechesis/Religious Program—Students 62.**  
**TAZEWELL, TAZEWELL CO.**  
 1—**HOLY FAMILY PARISH** Rev. Gaudencio G. Pugat, S.V.D.  
 Church & Mailing Address: 304 Tazewell Ave., 24651. Fax: 276-988-8028. Email: theword1875@verizon.net.  
**Catechesis/Religious Program—Students 32.**  
 2—**ST. THERESA (1980)** Merged with St. Mary, Richlands, St. Elizabeth, Pochontas & mission church of St. Joseph, Grundy to form Holy Family, Tazewell.  
**VIRGINIA BEACH, VIRGINIA BEACH CO., CHURCH OF THE ASCENSION (1972)** [CEM] Rev. James E. Parke; Deacon Thomas E. McFeely; Lisa Liedl, Business Mgr.; Diane Nestor, Music Min.  
 Office: 4853 Princess Anne Rd., 23462-4446. Tel: 757-495-1887; 757-495-1886; Fax: 757-495-1516. Web: www.ascensionvb.org.  
**Catechesis/Religious Program—Tel:** 757-495-1886, Ext. 11. Thomas Esposito, Youth Min. Students 480.  
**VIRGINIA BEACH, VIRGINIA CO.**  
 1—**CHURCH OF THE HOLY APOSTLES (1977)**, (Anglican-Roman Catholic Congregation of Hampton Roads) Rev. James E. Parke.  
 Church: 1593 Lynnhaven Pkwy., 23453-2008. Tel: 757-427-0963; Fax: 757-427-9434. Email: apostles1@verizon.net. Web: www.ha-arc.com.  
**Catechesis/Religious Program—Students 15.**  
 2—**ST. GREGORY THE GREAT (1957)** Revs. Mario Fulgenzi; Michael Gabler, O.S.B., Parochial Vicar; Cristinno Aparicio Brito, O.S.B.; Carol Noona, Music Min.; Janice Sigala, Spanish Min.  
 Office: 5345 Virginia Beach Blvd., 23462. Tel: 757-497-8330; Fax: 757-490-1492. Email: stgregory@aol.com. Web: stgregoryvbach.org.  
 School—5343 Virginia Beach Blvd., 23462-1896. Tel: 757-497-1811; Fax: 757-497-7005. Sr. Mary Catherine Chapman, I.H.M., Prin. Lay Teachers 50; Students 715; Religious 4.  
**Catechesis/Religious Program—Tel:** 757-499-4494; Fax: 757-490-1492. Anne Marie Holland, D.R.E. Students 747.  
 Chapel—Chesapeake, St. Benedict Tridentine Chapel (1992) 521 McCosh St., Chesapeake, 23320. Tel: 757-543-0561.  
**Catechesis/Religious Program—Students 68.**  
 3—**HOLY FAMILY (1977)** Rev. Joseph A. Slattery.  
 Parish Center—1279 N. Great Neck Rd., 23454-2117. Tel: 757-481-5702; 757-481-0799; Fax: 757-481-3989. Web: www.holyfamilyvb.org.  
**Catechesis/Religious Program—Students 569.**  
 4—**HOLY SPIRIT (1975)** [CEM] Rev. Timothy Kuhneman; Deacon Robert J. Durel.  
 Office: 1396 Lynnhaven Pkwy., 23453-2710. Tel: 757-468-3800; 757-468-3601; Fax: 757-468-3342. Email: office@holyspiritvb.org. Web: www.holyspiritvb.org.  
 Res.: 3345 Clubhouse Rd., 23452. Tel: 757-216-2347.  
**Catechesis/Religious Program—Students 579.**  
 5—**ST. JOHN THE APOSTLE CHURCH (1989)** Rev. Robert J. Cole (Netherlands Antilles); Deacons Joseph F. Grillo; Vernon Krajcski.  
 Office, Res. & Church: 800 Los Connes Way, 23456-6421. Tel: 757-426-2180; Fax: 757-426-6857. Email: sj.a.parish@cox.net. Web: www.saintjohntheapostle.org.  
 School—1968 Sandbridge Rd., 23456. Tel: 757-821-1100; Fax: 757-821-1047. Web: www.stjohnsandbridge.com. Joseph Badali, Prin. Staff 30; Students 204.  
**Catechesis/Religious Program—Tel:** 757-426-2180; Fax: 757-426-6857. Email: sj.a.domingo@cox.net. Students 725.  
 6—**ST. LUKE (1986)** Rev. Silvio Kaberia (Kenya); Deacon Lawrence P. Illy, Business Mgr.  
 Mailing Address: 2304 Salem Rd., 23456-1215. Tel: 757-427-5776; Fax: 757-427-2260. Email: stlukecc@aol.com. Web: www.saintlukecc.com.  
**Catechesis/Religious Program—Tel:** 757-427-5776; Fax: 757-427-2260. Students 204.  
 7—**ST. MARK (1978)** [CEM] Rev. James C. Griffin; Deacons Michael Johnson; John J. Kren.  
 Mailing Address: 1505 Kempville Rd., 23464-7210. Tel: 757-479-1010; Fax: 757-479-9453. Email: secretary@stmark-parish.org. Web:

www.stmark-parish.org.  
 Res.: 4901 Whitewood Ln., 23464. Tel: 757-467-4932.  
**Catechesis/Religious Program—Tel:** 757-479-9897; Fax: 757-479-9453. Email: formation@stmark-parish.org. Students 456.  
 8—**ST. MATTHEW (1924)** Rev. John Adam Abe; Deacons Chris Romero; William J. Blatnik; Darrell G. Wentworth.  
 Office: 3314 Sandra Ln., 23464-1736. Tel: 757-420-6310; 757-420-6311; Fax: 757-420-7734. Email: st.matthews@saintmatts.net. Web: www.saintmatts.net.  
 Res.: 1020 Josephine Crescent, 23464. Tel: 757-523-1723.  
 School—3316 Sandra Ln., 23464. Tel: 757-420-2455; Fax: 757-420-4880. Mrs. Barbara White, Prin. Lay Teachers 36; Students 628.  
**Catechesis/Religious Program—Tel:** 757-420-6310; Fax: 757-420-7734. Students 183.  
 9—**ST. NICHOLAS (1963)** Rev. Msgr. Raymond A. Barton.  
 Office & Church: 712 Little Neck Rd., 23452. Tel: 757-340-7231; Fax: 757-340-2727. Email: stnicholas@stnicholasvb.com. Web: www.stnicholasvb.com.  
 Res.: 3340 Old Kirkwood Dr., 23452-5807. Tel: 757-498-7834.  
**Catechesis/Religious Program—Students 299.**  
 10—**STAR OF THE SEA (1915)** Rev. Esteban DeLeon, S.V.D.  
 Office: 1404 Pacific Ave., 23451-3439. Tel: 757-428-8547; Fax: 757-428-0788. Web: www.staroftheseaparish.com.  
 School—309 15th St., 23451. Tel: 757-428-8400; Fax: 757-428-2794. Ms. Cathryn Mary Whisman, Prin. Lay Teachers 24; Students 364.  
**Catechesis/Religious Program—Tel:** 757-428-8547; Fax: 757-428-0788. Students 213.  
**WAYNESBORO, AUGUSTA CO., ST. JOHN THE EVANGELIST (1946)** Rev. Rolo B. Castillo.  
 Mailing Address: 344 Maple Ave., 22980-4706. Office: Tel: 540-949-6145; 540-949-6146; Fax: 540-932-8512. Web: www.stjohnnevan.com. Church: 300 Maple Ave., 22980.  
**Catechesis/Religious Program—Students 179.**  
**WEST POINT, KING WILLIAM CO., OUR LADY OF THE BLESSED SACRAMENT (1918)** [CEM 2] Rev. Edgar Cleofe.  
 Mailing Address: 207 W. Euclid Blvd., 23181. Church: 3570 King William Ave., 23181. Tel: 804-843-3125; Fax: 804-843-9158. Email: olbs@verizon.net. Web: www.catholic-church.org/olbs.  
**Catechesis/Religious Program—Students 65.**  
**WILLIAMSBURG, JAMES CITY CO., ST. BEDE (1932)** Rev. Msgr. Michael D. McCarron; Rev. John David Ramsey, Parochial Vicar; Deacons Dominic Cerreto; Francis Roettinger.  
 Res.: 4524 The Foxes, 23188. Tel: 757-220-4233. Church & Mailing Address: 3686 Ironbound Rd., P.O. Box 5400, 23188. Tel: 757-229-3631; Fax: 757-229-7846. Email: stboffice@bedeva.org. Web: www.bedeva.org.  
**Catechesis/Religious Program—Students 998.**  
**WOODLAWN, CARROLL CO., ST. JOSEPH'S (1981)** Rev. Charles W. Brickner; Deacon Bruce K. Dwyer, Pastoral Assoc.  
 Mailing Address: 3579 Carrollton Pike, 24381-3651. Tel: 276-236-7814; Fax: 276-236-7814. Email: stjoffice@embarqmail.com.  
**Catechesis/Religious Program—Students 87.**  
**Mission—Church of the Risen Lord U.S. 58 and County 625, Patrick Springs, Patrick 24133.**  
**Catechesis/Religious Program—Students 1.**  
**Mission—Church of All Saints Rt. 615 & Rt. 693, Floyd, Floyd Co. 24091.**  
**Catechesis/Religious Program—Students 12.**  
**WYTHEVILLE, WYTHE CO., ST. MARY THE MOTHER OF GOD (1845)** [CEM] Rev. Esteban Eugenio D. Antes.  
 Mailing Address: P.O. Box 7, 24382-0007. Tel: 276-228-3104; Fax: 276-228-3322. Email: stmarys10@earthlink.net.  
 Church: 370 E. Main St., 24382.  
**Catechesis/Religious Program—Students 38.**  
**Mission—St. Edward P.O. Box 1670, Pulaski, Davis Co. 24301. Tel: 276-980-6511; Fax: 276-980-6511.**  
**Catechesis/Religious Program—Students 28.**  
**YORKTOWN, YORK CO., ST. JOAN OF ARC (1954)** Rev. Michael Joly, Admin.; Deacon Daniel F. Johnson.  
 Office: 315 Harris Grove Ln., 23692-4014. Tel: 757-898-5570; Fax: 757-898-0737.  
 111 Tradewinds Dr., 23693.  
**Catechesis/Religious Program—Tel:** 757-898-7190. Students 385.

## Chaplains of Public Institutions

RICHMOND, International Airport. Rev. Wayne L. Ball, Chap.  
 McGuire VA Medical Center. Vacant. Tel: 804-343-7111.



## CATHOLIC CHURCH IN THE U.S.

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## RICHMOND (RIC)

HAMPTON, VA Medical Center, Chaplain Service, Bldg. 69, 23667. Tel: 757-722-9961, Ext. 3600. Rev. Donald J. Cavy.

NORFOLK, Apostleship of the Sea. Vacant. Tel: 757-480-3434.

PETERSBURG, Federal Correctional Institution. Vacant.

SALEM, Salem VA Medical Center, Tel: 540-982-2463. Revs. Rene R. Castillo, Chap., Jeremiusz H. Sojka, Chap.

## Military Chaplains:

Revs.—  
Caiazza, Gregory G.  
Dang, Chin Van  
Iaucci, Thomas  
McGuire, David V.

## Unassigned:

Revs.—  
Bostwick, John  
Cowan, Steven  
Kanicki, Philip A.  
Murphy, Dennis  
Smith, Russell E., S.T.D.  
Trinh, Thai Z.

## Retired:

Most Rev.—  
Sullivan, Walter F., D.D., Bishop Emeritus of Richmond, 3203 Hawthorne Ave., 23222. Tel: 804-329-3653; 804-359-5661. Email: Bishop.Sullivan@richmonddiocese.org

## Rev. Msgrs.—

Caroluzza, Thomas, 475 Water St., #203, Portsmouth, 23704. Tel: 757-425-4555. Email: caroluzza@aol.com  
Frias, Santiago C., 155 W. Government Ave., Norfolk, 23503-2095. Tel: 757-480-3434. Email: fathersanti@aol.com  
Michael, Chester P., 2568 Ennis Mountain Rd., Afton, 22920-5626. Tel: 540-456-6626. Email: chesterpmichael@aol.com  
Pitt, William L., 3288 Page Ave., Apt. 1112, Virginia Beach, 23451. Tel: 757-481-4629. Email: paterchs@aol.com

## Revs.—

Bain, Daniel, 141 Green Turtle Ln., Apt. 8, Charlottesville, 22901. Tel: 434-974-7730  
Bond, B. Daniel, 8280 Woodman Rd., 23228. Tel: 804-684-5293. Email: bdaniel.bond@att.net  
Carr, James V., 217 Beach 99th St., Rockaway Park, NY 11694. Email: jamesvcarr@earthlink.net  
Cervantes, Leo, 664 Burgos St., Cagayan de Oro City 9000, Philippines.  
Clark, Joseph L., 1016 Donation Dr., Virginia Beach, 23455. Tel: 757-464-1816. Email: rjlc@cox.net  
Condon, William F., 215 N. Power Rd., Unit 132, Mesa, AZ 85205-8462. Email: wcondon@cox.net  
DeSouza, Carl, 806 Longstreet Rd., Farmville, 23901. Email: rafiki.757@msn.com  
Dinga, William, P.O. Box 226, Bath, ME 04530. Email: williamdinga@verizon.net  
Dinges, Anthony, 3708 Canal Blvd. Apt. 5, Hays, KS 67601.  
Dorgan, John J., 19 8th Ave., Southern Shores, NC 27949-3217. Tel: 252-261-9791. Email: eddieplace@charter.net  
Dorson, James E., 133 Routier Hill, Hot Springs, 24445.  
Facura, Joseph C., J.C.L., J.C.L., Blk. 3, St. Gabriel Sub.Div., Koronadal City, South Cotabato 9506 Philippines.  
Feusabrens, Frederick J., 909 Rennie Ave., 23227-4808. Email: tlfred@aol.com  
Fosnot, James, 4400 Beulah Rd., 23237. Email: jmfvausa@yahoo.com  
French, Robert E., 7501-15G River Rd., Newport News, 23607. Email: refl963@msn.com  
Funk, Virgil C., 12960 S.W. Park Way, Portland, OR 97225. Tel: 503-643-3734  
Gallagher, Paul V.  
Gaughan, Paul, St. John's Rectory, 800 Los Conaes Way, Virginia Beach, 23456-6421. Tel: 757-426-2550  
Goodman, Julian

Hamlet, Ralph, 141 Green Turtle Ln., Apt. 10, Charlottesville, 22901-2373. Tel: 434-974-1756  
Hickman, J. Stephen  
Huan, Joseph Van Tran  
Ilano, Jovencio, Ph.B., M.Div., P.O. Box 341293, Arleta, CA 91334.

Kloepfer, John S., P.O. Box 1742, Clarksville, 23927. Tel: 434-374-4859. Email: tmansfield2@juno.com

Kruc, James, P.O. Box 37116, Philadelphia, PA 19148. Tel: 302-573-3107. Email: frjkruc@comcast.net

La Fratta, William, 19 Shortwood Cir., Palmyra, 22963-2747. Tel: 434-589-0824. Email: lmfuv@gmail.com

Leonard, John E.  
Majewski, Joseph B., 1991 Beaverdam Rd., Spring Grove, 23881.

Malabad, Antonio R., 400 Waters Dr. #D-104, Southern Pines, NC 28387.

McEleney, Robert J., 1666 Purdum Mill Rd., Appomattox, 24522-8367. Tel: 434-352-2881. Email: robertmceleney@yahoo.com

Moran, Edward  
Nash, Robert, P.O. Box 1093, Deltaville, 23043-1093.

Natale, Samuel, 236 E. Market St., Long Beach, NY 11561. Email: sammymn@aol.com

Naylor, Ronald J., 100 E. Ocean View Ave., #904, Norfolk, 23503-1634. Tel: 757-587-4185. Email: revron904@cox.net

Ngo, Anthony, 12500 Patterson Ave., 23233-6411. Tel: 804-784-6450

O'Brien, William S., 751 Hillsdale Dr., Charlottesville, 22901. Tel: 757-220-4233; 757-229-3700

Pham, Thuy, 1417 Plantation Lake Cir., Chesapeake, 23320. Email: thuy2005an@yahoo.com

Przywara, Gerald A., 5500 Holly Fork Rd., Barhamsville, 23011.

Quinlan, Thomas J., 4853 Princess Anne Rd., Virginia Beach, 23462. Tel: 757-333-6513. Email: tq777@cox.net

Rademacher, Robert, 100 Compton Rd., Cincinnati, OH 45215.

Ruth, Robert F., P.O. Box 258, Newport News, 23607-0258. Email: robert74@cox.net

Slowik, Joseph S.  
Stickie, William, 128 Clipper Ct., Kill Devil Hills, NC 27948-9113. Tel: 252-441-4413

Teslovic, Eugene  
Warren, Robert, 5517 Brookwood Rd., Crozet, 22932. Tel: 434-823-2024

## Permanent Deacons:

Allison, Mark D., St. Andrew, Roanoke  
Arkesteyn, John Aster, Saint Bridget, Richmond  
Bailey, Calvin J., Basilica of Saint Mary of the Immaculate Conception, Norfolk  
Baker, Robert Dennis, Church of the Sacred Heart, Petersburg  
Banks, Marshall D., Cathedral of The Sacred Heart, Richmond  
Baskind, Frank Ronald, Ph.D., St. Michael, Richmond  
Benet, Alfonso, St. Jude, Mineral; Immaculate Conception  
Bergen, J. Brian, Cathedral of The Sacred Heart, Richmond  
Blatnik, William J., Saint Matthew, Virginia Beach  
Broughton, Eric Christopher, Saint Augustine, Richmond  
Cartwright, Gordon Kenneth, Holy Cross, Lynchburg  
Cerrato, Dominic, St. Bede  
Colville, Christopher Stephen, Church of the Redeemer, Mechanicsville  
Cronican, Richard, Christ the King  
Donovan, Donald, St. Charles, Cape Charles  
Dowdy, Melvin, Ben Secours-St. Mary's Hospital; Cathedral of the Sacred Heart, Richmond  
Durel, Robert J., Ph.D., Church of the Holy Spirit, Virginia Beach  
Dwyer, Bruce K., All Saints, Floyd; Risen Lord, Woodlawn; St. Joseph, Woodlawn  
Ellerbrock, Michael J., Saint Jude Catholic, Christiansburg; Our Lady Of Perpetual Help, Salem;

St. Mary, Blacksburg  
Elliott, Thomas B., Saint Edward the Confessor, Richmond  
Esposito, Robert M., St. Jude, Mineral; Immaculate Conception

Ewan, Robert D., Pastoral Center  
Ferguson, Andrew M., Saint Michael, Richmond  
Ferry, Daniel, St. Olaf, Norge

Flanary, Barron, Sacred Heart, Big Stone Gap; Church of the Holy Spirit, Jonesville

Fournier, Keith A., St. Benedict, Richmond; St. Stephen Martyr

Geary, David J., St. Mary of the Annunciation  
Giovenco, Robert B., Saint Bridget, Richmond  
Gonzalez, Jose Miguel, St. Joseph, Hampton

Greer, James D., Saint Edward the Confessor, Richmond  
Griffin, Robert H., Our Lady of Lourdes, Richmond

Grillo, Joseph F., St. Paul, Virginia Beach; St. John the Apostle, Virginia Beach

Hanzlik, Edward G., Church of the Sacred Heart, Petersburg  
Harmeyer, Gary R., Church of the Ascension, Virginia Beach

Hornstra, Curtis L., Saint Michael, Richmond  
Hunt, William R., St. Elizabeth Ann Seton

Ibarra, Juan, St. Anne's Catholic Church, St. John, Marion

Illy, Lawrence P., Saint Luke, Virginia Beach  
Johnson, Daniel F., Saint Joan of Arc, Yorktown

Johnson, Michael, St. Mark  
Kamper, Eugene P., Saint Ann, Ashland  
King, Walker P., St. Pius X, Norfolk

Kledzik, James, St. Francis of Assisi, Staunton  
Krajeski, Vernon, St. John the Apostle, Virginia Beach

Kren, John J., Saint Mark, Virginia Beach  
LaSpina, Fred C., Blessed Sacrament Church, Harrisonburg

Linden, Raymond K., Church of the Sacred Heart, Prince George County  
Lupini, Belardino, Church of the Epiphany

MacLaughlin, Matthew C., Saint John, Petersburg  
Mahefky, Paul, St. Benedict, Richmond

Malone, Christopher M., Church of the Redeemer, Mechanicsville  
Mammi, Nicholas, All Saints, Woodlawn; Risen Lord; St. Joseph

Matte, Mark C., Sacred Heart, Richmond  
Mavrelli, Louis A., (Retired)

McFeely, Thomas E., Church of the Ascension, Virginia Beach  
McLane, Emmett R., III, St. Theresa, Farmville

Menting, Peter J., St. Theresa, Farmville  
Miech, Richard, Church of the Epiphany, Richmond

Milkevitch, Joseph J.  
Morash, Christopher, Pastoral Center Staff, Incarnation, Charlottesville

Moro, Michael, Church of the Ascension, Virginia Beach  
Mullen, Thomas, U of R Campus Ministry

Nees, Richard J., Saint Mary, Livingston  
Nemetz, David S., St. Michael, Richmond

O'Connell, Stephen, Our Lady Of Perpetual Help, Salem  
O'Donnell, Fulton Patrick, St. John Neumann

Riss, Joseph N., St. Rose of Lima, Hampton  
Roderique, Raymond, Holy Name of Mary

Rodgers, James E., Church of the Sacred Heart  
Roettinger, Francis, St. Bede, Williamsburg

Romero, Crisanto D., St. Matthew, Virginia Beach  
Sadowski, John E., St. Catherine of Siena, Clarks-ville

Scarletto, Frederick, St. Thomas More, Lynchburg  
Schmidt, Edward P., St. John Neumann, Powhatan; Good Samaritan, Amelia

Surat, Eric M., Our Lady of Perpetual Help, Salem  
Taylor, Bernard H., Incarnation, Charlottesville

Taylor, Bernard F., Our Lady of Mt. Carmel, Newport News  
Thomas, John H., J.D., Pastoral Center Staff

Thompson, Robert R., St. Olaf, Norge  
Wentworth, Darrell G., Saint Matthew, Virginia Beach

Wharry, James, St. Mary Star of the Sea, Fort Monroe; Our Lady of Lavang

## INSTITUTIONS LOCATED IN THE DIOCESE

## [A] HIGH SCHOOLS, DIOCESAN

DANVILLE, Sacred Heart School (1953) (Grades PreK-9), 540 Central Blvd., 24541. Tel: 434-793-2656; Fax: 434-793-2658. Email: sheartschool@gmail.com. Web: www.sheartschool.com. Kimberly W. Meadows, Prin.; Barbara Hopkins, Librarian. Lay Teachers 20; Total Staff 34; Total Enrollment 220.

LYNCHBURG, Holy Cross Regional School (1879) (Grades PreK-12), 2125 Langhorne Rd., 24501. Tel: 434-847-5436; 434-847-5464; Fax: 434-847-

4156. Email: office@hcrs-va.org. Web: www.hcrs-va.org. Patricia R. Culbreth, Prin. Lay Teachers 30; Students 230.

NEWPORT NEWS, Peninsula Catholic High School, (Grades 8-12), 600 Harpersville Rd., 23601. Tel: 757-596-7247; Fax: 757-591-9718. Web: www.peninsulacatholic.com. Francine Gagne, E.D., Pres.; Janine C. Franklin, Prin.; Anne Catron, Librarian. Lay Teachers 30; Total Staff 13; Students 309.

ROANOKE, Roanoke Catholic School, (Grades PreK-12),

621 N. Jefferson St., 24016-1416. Tel: 540-982-3532; Fax: 540-345-0785. Email: info@roanokecatholic.com.

Web: www.roanokecatholic.com. Patrick Patterson, Prin.; Mary Beecy, Prin. (Lower School); Kathleen Futrell, Prin. (Upper School). Lay Teachers 47; Students 462.

VIRGINIA BEACH, Bishop Sullivan Catholic High School, 4552 Princess Anne Rd., 23462. Tel: 757-467-2881; Fax: 757-467-0284. Email: priced@chsvb.org. Web: www.chsvb.org. Mr. Dennis W.



## RICHMOND (RIC)

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## CATHOLIC CHURCH IN THE U.S.

Price, Prin.; Sue Skoczynski, Asst. Prin.; Mrs. Eileen Hodermarsky, Librarian. Deacons 1; Lay Teachers 33; Students 449.

## [B] HIGH SCHOOLS, PRIVATE

**RICHMOND. Benedictine High School** (1911) 304 N. Sheppard St., 23221. Tel: 804-342-1300; Fax: 804-355-2407. Email: bhsinfo@benedictinehighschool.org. Web: www.benedictinehighschool.org.

Rev. Gregory Greko, O.S.B., Headmaster; Sally Boykin, Librarian. A Military High School in the Charge of the Benedictine Monks. Priests 3; Lay Teachers 34; Students 279.

**Saint Gertrude High School** (1922) 3215 Stuart Ave., 23221. Tel: 804-358-9114; Fax: 804-355-5682. Email: sghs@saintgertrude.org. Web: www.saintgertrude.org. Mrs. Susan Walker, Pres.; Mrs. Barbara Filler, Prin. Benedictine Sisters 2; Lay Teachers 29; Students 283.

**WILLIAMSBURG. Walsingham Academy Upper School**, (Grades 8-12), 1100 Jamestown Rd., 23185. Tel: 757-229-6026; Fax: 757-259-1401. Email: mjo@walsingham.org. Web: www.walsingham.org. Katherine Johnson, Prin.; Anne Massey, Librarian. Private Day School for Boys and Girls. Lay Teachers 32; Administrators 7; Students 315.

## [C] ELEMENTARY SCHOOLS, DIOCESAN

**RICHMOND. All Saints Catholic School**, (Grades PreK-8), 3418 Noble Ave., 23222. Tel: 804-329-7524; Fax: 804-329-4201. Email: allsaintsric@juno.com. Web: www.allsaintsric.com. Mr. Kenneth W. Soistman, Prin.; Ms. Gloria J. Smith, Librarian. Lay Teachers 15; Total Staff 27; Total Enrollment 123.

**St. Benedict School** (1919) (Grades K-8), 3100 Grove Ave., 23221. Tel: 804-254-8850; Fax: 804-254-9163. Email: scruss@saintbenedictschool.org. Web: www.SaintBenedictSchool.org. Mr. Sean M. Cruess, Prin.; Tars Hundley, Librarian. Teachers 16; Total Staff 25; Total Enrollment 181.

**St. Bridget School**, (Grades K-8), 6011 York Rd., 23226. Tel: 804-288-1994; Fax: 804-288-5730. Email: information@saintbridget.org. Web: www.saintbridget.org. Mr. Raymond E. Honeycutt, Prin.; Vicki Hanner, Librarian. Priests 1; Lay Teachers 33; Total Enrollment 477; Total Staff 59.

**St. Edward/Epiphany School** (1961) (Grades PreK-8), 10701 W. Huguenot Rd., 23235. Tel: 804-272-2881; Fax: 804-327-0788. Email: jkremair@seeschool.com. Web: www.seeschool.com. Ms. Georgetown M. Richards, Prin.; Helen Lorenz, Librarian. Lay Teachers 45; Total Enrollment 432.

**St. Mary's Catholic School** (1965) (Grades N-8), 9501 Gayton Rd., 23229. Tel: 804-740-1048; Fax: 804-740-1310. Email: albisese@saintmary.org. Web: www.saintmary.org. Dr. Thomas D. Dertinger, Prin.; Mrs. Kelly Taylor, Librarian. Lay Teachers 32; Students 434.

**BLACKSBURG. St. Mary's Little Angels Preschool** (1988) 706 Harding Ave., N.E., 24060-3618. Tel: 540-951-0916; Fax: 540-953-2962. Lesley Lafon, Dir. (Ages 3 to 5 years). Lay Teachers 9; Students 70.

**BRISTOL. St. Anne Catholic School**, (Grades PreK-8), 300 Euclid Ave., 24201. Tel: 276-669-0048; Fax: 276-669-3523. Email: schoolssecretary@stanne-school.org. Web: www.stanne-school.org. Richard Penczak, Ed.D., Prin.; Mrs. Patricia Johnson, Asst. Prin. Lay Teachers 19; Total Staff 28; Total Enrollment 137.

**CHARLOTTESVILLE. Charlottesville Catholic Elementary School**, (Grades PreK-8), 1205 Pen Park Rd., 22901. Tel: 434-964-0400; Fax: 434-964-1373. Email: info.ccs@cvillicatholic.org. Web: www.cvillicatholic.com. Mr. Alan Yost, Prin.; Pam Beard, Librarian. Lay Teachers 26; Aides 6; Students 375.

**HAMPTON. St. Mary Star of the Sea**, (Grades PreK-8), 14 N. Willard Ave., 23663. Tel: 757-723-8358; Fax: 757-723-6544. Email: admin@SaintMaryStaroftheSea.com. Web: www.SaintMaryStaroftheSea.com. Sr. Mary Amata, O.P., Prin.; Mrs. Sandra Stearns, Librarian. Sisters 4; Lay Teachers 18; Total Staff 31; Total Enrollment 192.

**NEWPORT NEWS. Our Lady of Mt Carmel** (1954) (Grades PreK-8), 52 Harpersville Rd., 23601. Tel: 757-596-2754; Fax: 757-596-1570. Email: jhill@olmc-school.com. Web: www.olmc-school.com. Sr. Dominic Quinn, O.P., Prin.; Mrs. Melissa Small, Librarian. Sisters 5; Lay Teachers 36; Total Staff 59; Total Enrollment 431.

**NORFOLK. Christ the King**, (Grades PreK-8), 3401 Tidewater Dr., 23509. Tel: 757-625-4951; Fax: 757-623-5212. Email: info@ctkparish.org. Web: www.ctkparish.org. Mrs. Rachael Chatham, Prin.; Carrie Srodulski, Librarian. Priests 1; Lay Teachers 23; Total Staff 32; Total Enrollment 307.

**St. Pius X School**, (Grades PreK-8), 7800 Halprin

Dr., 23518. Tel: 757-588-6171; Fax: 757-587-6580. Email: school@piusparish.org. Web: www.stpiusxschoolva.org. Sr. Linda Taber, I.H.M., Prin.; Ms. Katherine Oliver, Technology Teacher. Sisters 2; Lay Teachers 26; Total Staff 33; Total Enrollment 309.

**PETERSBURG. St. Joseph School**, (Grades PreK-8), 123 Franklin St., 23803. Tel: 804-732-3931; Fax: 804-732-6479. Email: school@saintjosephschool.com. Web: www.saintjosephschool.com. Diane Young, Prin.; Teresa Fisher, Librarian. Sisters 2; Lay Teachers 12; Total Staff 25; Total Enrollment 120.

**PORTSMOUTH. Portsmouth Catholic Regional**, 2301 Oregon Ave., 23701. Tel: 757-488-6744; Fax: 757-465-8833. Email: office@pcres.hrcxmail.com; principal@pcres.hrcxmail.com. Web: www.portsmouthcatholic.com. Mary Ellen Paul, Prin.; Mr. Franklin Baker, Librarian. Lay Teachers 16; Total Staff 29; Total Enrollment 149.

**POWHATAN. Blessed Sacrament Huguenot** (1998) (Grades PreK-12), 2501 Academy Rd., 23139. Tel: 804-598-4211; Fax: 804-598-1053. Email: joley@bshknights.org. Web: www.BlessedSacramentHuguenot.com. Mr. Joseph J. Oley Jr., Prin.; Mr. Mike Henderson, Asst. Prin.; Martha O'Brien, Librarian. Lay Teachers 46; Students 363.

**RICHMOND, HENRICO. Our Lady of Lourdes School**, (Grades PreK-8), 8250 Woodman Rd., 23228. Tel: 804-262-1770; Fax: 804-200-6296. Email: olloffic@comcast.net. Web: www.ollschoolric.com. Lucy R. Reilly, Prin. Total Staff 35; Total Enrollment 385.

**VIRGINIA BEACH. St. Gregory the Great School** (1964) (Grades PreK-8), 6343 Virginia Beach Blvd., 23462. Tel: 757-497-1811; Fax: 757-497-7005. Email: office@sggsbv.org. Web: www.stgregory.pvt.k12va.us. Sr. Mary Catherine Chapman, I.H.M., Ed.D., Prin.; Mrs. Sandy Batkin, Librarian. Priests 3; Sisters 4; Teachers 44; Total Staff 70; Total Enrollment 676.

**St. John the Apostle Catholic School** (2002) (Grades PreK-8), 1968 Sandbridge Rd., 23456. Tel: 757-821-1100; Fax: 757-821-1047. Email: sjn@stjohnsandbridge.org. Web: www.stjohnsandbridge.org. Joseph Badali, Prin. Lay Teachers 17; Total Enrollment 243; Total Staff 12.

**St. Matthew School**, (Grades PreK-8), 3316 Sandra Ln., 23464. Tel: 757-420-2455; Fax: 757-420-4880. Email: office@amsvb.net. Web: www.amsvb.net. Mrs. Barbara White, Prin.; Mrs. Ziegenfuss, Librarian. Lay Teachers 35; Total Enrollment 537; Total Staff 67.

**Star of the Sea School** (1958) (Grades PreK-8), 309 15th St., 23451. Tel: 757-428-8400; Fax: 757-428-2794. Email: adelaidagrandfield@soschool.org. Web: www.soschool.org. Dr. Catherine Whisman, Prin.; Barbara Wilhelm, Librarian. Lay Teachers 24; Total Staff 16; Total Enrollment 284.

## [D] ELEMENTARY SCHOOLS, PRIVATE

**NORFOLK. \*Barry Robinson Schools of Norfolk** (2001) P.O. Box 1180, 23501. Tel: 757-440-5500. Charles V. McPhillips, Pres.

**St. Patrick Catholic School**, (Grades PreK-8), 1000 Bolling Ave., 23508. Tel: 757-440-5500; Fax: 757-440-5200. Email: info@stps.org. Web: www.stps.org. Mr. Stephen Hammond, Prin.; Mrs. Elizabeth Woodard, Librarian. Lay Teachers 25.

**WILLIAMSBURG. Walsingham Academy** (1947) (Grades PreK-12), 1100 Jamestown Rd., 23185. Tel: 757-229-2642 (Elementary); 757-229-6026 (Secondary); Fax: 757-259-4679. Email: walsingham@aol.com. Web: www.walsingham.org. Sisters Mary Jeanne Oesterle, R.S.M., Pres. Tel: 757-229-2642; Rose Morris, R.S.M., Rel. Coord., Lower School; Katherine Johnson, Prin., Upper School; A. Diane Bialkowski, Prin., Lower School. Day School for Boys and Girls. Sisters 2; Lay Teachers 96; Students 760.

## [E] GENERAL HOSPITALS

**RICHMOND. Bon Secours Richmond Health System**, 5801 Brevo Rd., 23226. Tel: 804-281-8330; Fax: 804-288-1908. Email: Teri.Dizon@bshsi.org. Web: www.bonsecours.com. Peter Bernard, CEO. Sisters of Bon Secours. Sisters 2; Bed Capacity 850; Total Staff 5,375; Inpatients 48,096; Outpatients 390,123.

**Bon Secours-Richmond Health Care Foundation**, 5875 Brevo Rd., Ste. 710, 23226. Tel: 804-287-7700; Fax: 804-287-7316. Terry Mohr, CEO.

**Bon Secours-Richmond Community Hospital**, 1500 N. 28th St., 23233. Tel: 804-225-1701; Fax: 804-225-1725. Michael D. Robinson, CEO. Bed Capacity 104; Total Staff 308; Inpatients 3,202; Outpatients 44,864.

**St. Mary's Hospital** Toni R. Ardabell, CEO. Sisters 2; Bed Capacity 391; Total Staff 2,361; Inpatients 22,544; Outpatients 135,769.

**Bon Secours Memorial Regional Medical Center**, 8260 Atlas Rd., Mechanicsville, 23116. Tel: 804-764-6000; Fax: 804-764-6420. Michael D. Robinson, CEO. Bed Capacity 225; Inpatients 13,429; Outpatients 133,875; Total Staff 1,698.

**MIDLOTHIAN. St. Francis Medical Center (Bon Secours Richmond Health System)**, 13700 St. Francis Blvd., Ste. 100, 23114. Tel: 804-594-7400; Fax: 804-594-7410. Mark M. Gordon, CEO; Peter J. McCourt, Mission Leader. Bed Capacity 130; Total Assisted Annually (Inpatient) 9,127; Total Assisted Annually (Outpatient) 87,990; Total Staff 1,100.

**NEWPORT NEWS. Mary Immaculate Hospital** (1952) 2 Bernardine Dr., 23602-4499. Tel: 757-886-6600; Fax: 757-886-6751. Web: www.bonsecoursrichmondroads.com. Patricia Lee Robertson, Exec. Vice Pres. & Admin. Tel: 757-886-6768; Fax: 757-886-6751; Sr. Bernard Marie Magill, O.S.F., M.S., N.A.C.C., Dir. Pastoral Care Dept. The Bernardine Sisters of the Third Order of St. Francis 9; Bed Capacity 110; Inpatients 7,522; Outpatients 88,160; Total Staff 6,773.

**Bernardine Franciscan Sisters Foundation, Inc.**, 2 Bernardine Dr., 23602. Tel: 757-886-6025; Fax: 757-886-6881.

**NORFOLK. Bon Secours De Paul Medical Center, Inc.**, 150 Kingsley Ln., 23505. Tel: 757-889-5000; Fax: 757-889-5837. Web: bonsecoursrichmondroads.com. Daniel Duggan, Exec. Vice Pres. & Admin.

**Bon Secours DePaul Medical Center Bon Secours DePaul Health Foundation Bon Secours Bayley Properties** Sisters of Bon Secours. Clinic is connected with hospital. Staff 836; Bed Capacity 110; Inpatients 7,522; Outpatients 88,160.

**PORTSMOUTH. Bon Secours Hampton Roads Health Systems, Inc.**, 3636 High St., 23707-3236. Michael K. Kerner, CEO.

**Bon Secours Maryview Medical Center**, 3636 High St., 23707. Tel: 757-398-2200; Fax: 757-398-2359. Web: www.bonsecoursrichmondroads.com. Joseph M. Oddis, CEO; Richard Chasse, Dir. Pastoral Care; Rita Hickey, Vice Pres. Mission; Rev. Pantaleon O. Manalo, Chap.

**Maryview Hospital** Sisters of Bon Secours. Bed Capacity 346; Inpatients 1,400; Outpatients 187,915; Total Staff 1,569.

**Maryview Behavioral Medicine Center**, 3636 High St., 23707. Tel: 757-398-2361; Fax: 757-398-2396. Web: www.BonSecoursHamptonRoads.com. Lucy Rotich, Admin. Bed Capacity 54; Patients Assisted Annually 2,700; Total Staff 65.

## [F] ORPHANAGES AND INFANT HOMES

**NORFOLK. St. Mary's Home for Disabled Children**, 6171 Kempsville Cir., 23502. Tel: 757-622-2208; Fax: 757-627-5314. Email: tmaryshome@hamptonroads.com. Web: www.saintmaryshome.org. William C. Giermak, CEO; Terry Lyle, Prin. Long-term care for multiply handicapped children birth to twenty-one years old. Daughters of Wisdom 1; Bed Capacity 92; Lay Teachers 8; Total Staff 247.

## [G] CHILD LEARNING CENTERS

**RICHMOND. Sacred Heart Center, Inc.**, 1400 Perry St., 23224. Tel: 804-230-4399; Fax: 804-231-7247. Email: melissa.canaday@shrichmond.org. Melissa F. Canaday, Exec. Dir. Neighboring Communities Day Care, After School Care, Adult Education, Social Services.

**NORFOLK. Christ the King Early Childhood Learning Center**, 3401 Tidewater Dr., 23509. Tel: 757-625-4951; Fax: 757-623-5212. Email: arubino@ctkparish.org. Amy Rubino, Asst. Prin.; Mrs. Rachael Chatham, Prin.; Ms. Dawn Lindey, Librarian. Lay Teachers 4; Early Childhood 60; School-Age Extended Care 75.

**VIRGINIA BEACH. Holy Family Day School**, 1279 N. Great Neck Rd., 23454-2117. Tel: 757-481-1180; Fax: 757-481-3989. Email: dayschoolprincipal@holyfamilyvb.org. Web: www.holyfamilyvb.org. Cynthia Girard, Prin.; Colleen Oates, Bookkeeper. Lay Teachers 1.

## [H] HOMES FOR THE AGED

**RICHMOND. St. Francis Home, Inc.**, 65 W. Clopton St., 23225. Tel: 804-231-1043; Fax: 804-231-1065. Email: mpyle@saintfrancisshome.com. Mike W. Pyle, Exec. Dir. Bed Capacity 106; Total Assisted Annually 130; Total Staff 54.

**St. Joseph's Home for the Aged** (1874) 1503 Michaels Rd., 23229. Tel: 804-288-6245; Fax: 804-288-8906. Email: msrichmond@littlesistersofthepoor.org. Sr. Marcel Joseph McCaless, L.S.P., Supr. Attended by Rev. Tco



## CATHOLIC CHURCH IN THE U.S.

1127

## RICHMOND (RIC)

Brown, O.S.B. Little Sisters of the Poor 12; Guests 98; Total Assisted Annually 120; Total Staff 115.

St. Mary Wood's (1986) 1257 Marywood Ln., 23229. Tel: 804-741-8624; Fax: 804-740-7912. Email: stmw@mindspring.com. Web: stmaryswoods.com. Randy Scott, Admin. Units 118; Independent Units 54; Total Staff 56; Total Assisted 64.

Marywood Apartments, 1261 Marywood Ln., 23229. Tel: 804-740-5567; Fax: 804-740-9016. Email: marywood1@verizon.net. Sonja Shepherd, Property Mgr. Residents 129; Total Staff 7.

Our Lady of Hope Health Center, Inc., 13700 N. Gayton Rd., 23233. Tel: 804-360-1960; Fax: 804-364-0737. Email: brichard@ourladyofhope.com. Web: www.ourladyofhope.com. Becky Richard, Admin. Residents 133; Nursing Home Residents 60; Total Assisted Annually 77; Total Staff 150.

CHARLOTTESVILLE. Our Lady of Peace, 751 Hillsdale Dr., 22901. Tel: 434-973-1155; Fax: 434-973-3397. Sara Warden, Exec. Dir. Nursing Bed Capacity 30; Independent Units 32; Assisted Units 94; Total Occupancy 167; Total Staff 125.

HAMPTON. Seton Manor, 215 Marcella Rd., 23666. Tel: 757-827-6512; Fax: 757-827-0132. Email: manager@setonmanor.hrcxmail.com. Pam Jensen, Mgr. Residents 112; Total Staff 5.

LYNCHBURG. McGurk House Apartments, 2425 Tate Springs Rd., 24501. Tel: 434-846-2425; Fax: 434-847-5046. Email: mcgurkhouse@comcast.net. Victoria Johnson, Mgr. Independent Living for adults 62 yrs. or older, or mobility impaired. Apartments 88; Total Staff 5.

NEWPORT NEWS. St. Francis Nursing Center, 4 Ridgewood Pkwy., 23602. Tel: 757-886-6500; Fax: 757-886-6539. Web: www.bhshshr.com. Tim Short, Admin. Tel: 757-886-6500. Beds 115; Total Assisted 1,582; Total Assisted Annually 108; Total Staff 118.

NORFOLK. Madonna Home, 814 W. 37th St., 23508. Tel: 757-623-6662; Fax: 757-623-4966. Charlene Davis, Dir. Total Staff 6; Residents 16; Total Assisted Annually 16.

ROANOKE. Our Lady of the Valley Retirement Community, 650 N. Jefferson St., 24016. Tel: 540-345-5111; Fax: 540-985-6561. Web: www.OurLadyoftheValley.com. Ryan J. Koeniger, Admin. Assisted Living Units 86; Skilled Nursing Facility Beds 70.

SUFFOLK. Bon Secours-Maryview Nursing Care, 4775 Bridge Rd., 23435. Tel: 757-686-0488; Fax: 757-686-8211. Diana L. Jarrett, Admin. Bed Capacity 120.

Martha W. Davis Cancer Center  
Maryview Employee Assistance Program  
Maryview MedCare Centers (Urgent Care)  
Maryview WellSpring Home Health Agency  
Maryview Hospice Program

VIRGINIA BEACH. Marian Manor (1988) 5345 Marian Ln., 23462. Tel: 757-456-5018; Fax: 757-497-7561. Web: www.marian-manor.com. Desiree Mitchell, Admin. Units 117; Total Assisted Annually 135; Total Staff 90.

Our Lady of Perpetual Help Health Center, Inc., 4560 Princess Anne Rd., 23462-7905. Tel: 757-495-4211; Fax: 757-495-7366. Email: lesposito@ourladyperpetualhelp.com. Web: www.OurLadyPerpetualHelp.com. Bed Capacity 123; Total Assisted Annually 123; Total Staff 165.

Russell House, 900 First Colonial Rd., 23454. Tel: 757-481-0770; Fax: 757-496-0859. Email: russellhouse@erols.com. Eleanor Olsen, Admin. Total Staff 6; Units 119; Residents 126.

Sullivan House, Inc., 2033 General Booth Blvd., 23454. Tel: 757-563-9955; Fax: 757-563-2992. Email: sullivan.house@worldnet.att.net. Cecile Shelton, Mgr. 198 units for very low income elderly.

The Sullivan House, 2033 General Booth Blvd., 23454. Tel: 757-437-0220. Mrs. Joanne Lindauer, Admin.

## [I] SERVICES FOR THE DISABLED

LYNCHBURG. Nott Homes, Inc., 3009-3011 Roundelay Rd., 24502. Tel: 434-239-0722; Fax: 434-239-1042. Lisa Haibach, Residential Mgr. Residents 8; Bed Capacity 8; Total Staff 22.

VIRGINIA BEACH. Assisi House, 3700 Big Ben Rd., 23452. Tel: 757-431-8522; Fax: 757-431-9776. Email: fpatroll@verizon.net.

## [J] SPECIALIZED SERVICES

RICHMOND. Commonwealth Catholic Charities (1923) 1512 Willow Lawn Dr., 23230-0566. Tel: 804-285-5900; Fax: 804-285-9130. Email: agency@cccova.org. Web: www.cccova.org. Ms. Joanne D. Natrass, M.B.A., B.S.N., R.N., Exec. Dir.

Satellite Offices:  
918 Harris St., Charlottesville, 22903. Tel: 800-974-4494.

Commonwealth Catholic Charities, 541 Luck Ave., Roanoke, 24016. Tel: 540-342-0411; Fax: 540-342-3307.

507 Park Ave., S.W., Norton, 24273. Tel: 276-679-1195; Fax: 276-679-2719. Total Assisted 24,000.

820 Campbell Ave., S.W., Roanoke, 24016-3536. Tel: 540-342-7561; Fax: 540-344-7513.

St. Francis House, 824 Campbell Ave., S.W., Roanoke, 24016-3536. Tel: 540-345-9090.

1615 Kecoughtan Rd., Hampton, 23661. Tel: 757-247-3600; Fax: 757-247-1070.

827 Commerce St., Petersburg, 23803. 827 Commerce St., Petersburg, 23803. Tel: 804-733-6207; Fax: 804-733-0099.

VIRGINIA BEACH. Catholic Charities of Eastern Virginia, Inc., 5361-A Virginia Beach Blvd., 23462. Tel: 757-456-2366; Fax: 757-456-2367. Email: help@cceva.org. Web: www.cceva.org. Dominick R. Calgi, Exec. Dir.

Branch Offices:  
4855 Princess Anne Rd., 23462. Tel: 757-467-7707; Fax: 757-495-3206.

1802 Ashland Ave., Norfolk, 23509. Tel: 757-533-5217; Fax: 757-533-9562.

3804 Poplar Hill Rd., Ste. A, Chesapeake, 23321. Tel: 757-484-0703; Fax: 757-484-1096.

12829 Jefferson Ave., Ste. 101, Newport News, 23608. Tel: 757-875-0060; Fax: 757-877-7883.

1315 Jamestown Rd., Ste. 202, Williamsburg, 23185. Tel: 757-253-2847; Fax: 757-253-1296.

Total Assisted 12,142.

510 N. Main St., Franklin, 23851. Tel: 757-562-6222; Fax: 757-562-3930.

General Delivery, Belle Haven, 23306. Tel: 757-442-6211; Fax: 757-442-6211.

Other Offices:  
Catholic Charities Outreach Center, 5361-A Virginia Beach Blvd., 23462. Tel: 757-490-4931; Fax: 757-456-2367.

## [K] MONASTERIES AND RESIDENCES OF PRIESTS AND BROTHERS

RICHMOND. Mary Mother of the Church Abbey, 12829 River Rd., 23238-7206. Tel: 804-784-3508; Fax: 804-784-2214. Email: abbeyinfo@richmondmonks.org. Web: www.richmondmonks.org. Very Rev. Luke Traversa, O.S.B., Admin.; Revs. Gregory Gresko, O.S.B., Prior; Adrian W. Harmening, O.S.B., Procurator; Theophile W. Brown, O.S.B.; Joseph M. Lukyamuzi, O.S.B.; James M. Glass, O.S.B.; Theophile W. Brown, O.S.B.; Mark Purcell, O.S.B.; Bros. David Owen, O.S.B.; Jeffery Williams, O.S.B.; Robert Nguyen, O.S.B.; John Mary Lugemwa, O.S.B. Benedictine Monks. Priests 7; Brothers 4.

WEST POINT. Missionaries of the Holy Family, General Mission Office-M.S.F., Inc., 260 W. Euclid Blvd., P.O. Box 918, 23181. Tel: 804-843-2622; Fax: 804-843-3182. Email: msfinc@aol.com. Rev. John Briefies, M.S.F. Pres. & Dir. Priests 1; Total Staff 3; Total Assisted 400.

## [L] CONVENTS AND RESIDENCES FOR SISTERS

RICHMOND. Benedictine Sisters of Virginia, Saint Gertrude Convent, 6826 Monument Ave., 23226. Tel: 804-282-4136. Web: osvba.org. Email: vocations@osvba.org. Sisters Vicki Kx, O.S.B.; Charlotte Lange, O.S.B. Sisters 4.

Comboni Missionary Sisters, Provincial House, 1307 Lakeside Ave., 23228-4710. Tel: 804-266-2975; 804-262-8827; Fax: 804-264-2906. Email: cmsusaprov@verizon.net. Web: www.combonisisters.com. Sr. Maria de la Luz Aguilera, C.M.S., Prov. Sisters 22.

BARHAMSVILLE. Bethlehem Monastery of the Poor Clare Nuns, 5500 Holly Fork Rd., 23011. Tel: 757-566-1684; Fax: 757-566-1697. Email: mtstfrancis@gmail.com. Web: www.poor-clares.org. Sr. Mary Clare, P.C.C., Abbess. Observing the Primitive Rule of St. Clare, Constitutions of the Poor Clare Federation of Mary Immaculate (strictly cloistered, solemn vows). Solemnly Professed 13; Postulants 1.

CLINTWOOD. Sisters of the Holy Cross, Inc., P.O. Box 835, 24228. Tel: 276-926-4328.

CROZET. Our Lady of the Angels Monastery (1987) Cistercian Nuns of the Strict Observance (Virginia), 3365 Monastery Dr., 22932. Tel: 434-823-1452; Fax: 434-823-6379. Email: community@olamonastery.org. Web: www.olamonastery.org. Sr. Marion Rissetto, O.C.S.O., Prioress. Professed 10.

NEWPORT NEWS. Bernardine Sisters of the Third Order of St. Francis, 6E Ridgewood Pkwy., 23602. Tel: 757-886-6395; Fax: 757-886-6751. Web: www.bfranciscan.org. Sisters 8.

NORFOLK. Sisters Servants of the Immaculate Heart of Mary (1845) St. Pius X Convent, 7813 Halprin Dr., 23518. Tel: 757-587-8657 (Home); 757-588-6171 (School); Fax:

757-587-6580. Email: piushmva@aol.com (Home). Web: piushparish.org. Sr. Brenda Query, I.H.M., Supr. Sisters 7.

PORTSMOUTH. Sisters of Bon Secours (1824) 412 West Rd., 23707. Tel: 757-397-3869. Email: rita.thomas@bshsi.com. Sr. Rita Thomas, M.S.N., Pres.

ROCKVILLE. Monastery of the Visitation Monte Maria, 12221 Bienvenue Rd., 23146. Tel: 804-749-4885; Fax: 804-749-8606. Email: info@visitmontemaria.com. Web: www.visitmontemaria.com. Sr. Mary Emmanuel Stahl, V.H.M., Supr. Visitation Sisters 13.

VIRGINIA BEACH. Sisters Servants of I.H.M., St. Gregory the Great, 5349 Virginia Beach Blvd., 23462. Tel: 757-497-7517; Fax: 757-497-7005. Email: smaryihm@stgregory.pvt.k12.va.us; stgregsihms@aol.com. Convent. Sr. Mary Catherine Chapman, I.H.M., Ed.D., Supr./Prin.

WILLIAMSBURG. Sisters of Mercy, Walsingham Academy, 1100 Jamestown Rd., P.O. Box 8702, 23187-8702. Tel: 757-229-2642 (School); 757-220-8735 (Convent); Fax: 757-259-1401. Web: www.walsingham.org. Sisters Mary Jeanne Oesterle, R.S.M., Pres.; Berenice Eltz, Coord.; Jean A. Burns, C.S.J., Treas.; Rose Morris, R.S.M., Religion Coord. Sisters 4.

## [M] RETREAT HOUSES

RICHMOND. Benedictine Retreat and Conference Center, Mary Mother of the Church Abbey, 12829 River Rd., 23238. Tel: 804-784-3508; Fax: 804-784-2214. Email: retreatcenter@richmondmonks.org. Web: www.richmondmonks.org. Bro. Jeffery Williams, O.S.B.

ABINGDON. Jubilee House Retreat Center, 822 E. Main St., 24210-4415. Tel: 276-619-0919; Fax: 276-739-7753. Email: info@jubileeretreteat.com. Web: www.jubileeretreteat.com.

HAMPTON. Holy Family Retreat, 1414 N. Mallory St., P.O. Box 3151, 23663. Tel: 757-722-3997; Fax: 757-723-2478. Email: holyfretreat@aol.com. Web: www.holyfamilyretreat.com. Very Rev. John Smyth, C.Ss.R., Supr. & Dir.; Revs. James Geiger, C.Ss.R., Asst. Retreat Dir.; Alistair McKay, C.Ss.R.; Bro. Darrell Cevasco, C.Ss.R., Admin. & Asst. Dir. In Res. Rev. Anthony W. Morris, C.Ss.R.

LYNCHBURG. Tabor Retreat Center, 2125 Langhorne Rd., 24501. Tel: 434-846-6475; Fax: 434-846-3047. Email: taboretreat@verizon.net. Web: www.taboretreat.com. Deacon Gordon Kenneth Cartwright.

MONTPELIER. Shalom House, P.O. Box 196, 23192. Tel: 804-883-6149; Fax: 804-883-5298. Mary E. Alexander, Dir.

ROANOKE. Madonna House, 828 Campbell Ave., S.W., 24016. Tel: 540-343-8464. Web: www.madonnahouse.org. Patricia Lawton, Dir.

SMITHFIELD. The Well (1987) 18047 Quiet Way, 23430. Tel: 757-255-2366. Email: staff@thewellretreatcenter.org. Web: www.thewellretreatcenter.org.

## [N] MISCELLANEOUS

RICHMOND. The Catholic Foundation of the Diocese of Richmond (1998) 811 Cathedral Pl., 23220. Tel: 804-359-5661; Fax: 804-358-9159. Mr. Michael J. McGee, Contact Person.

St. Francis Home of Richmond Foundation, Ltd., 2511 Wise St., 23224. Tel: 804-231-1043; Fax: 804-231-1065. Mr. David Cran, Dir. Provides grants to subsidize cost of care for aged, infirm and disabled residents of limited means.

Shroud of Turin Center, Mary Mother of the Church Abbey, 12829 River Rd., 23233. Tel: 804-784-3366; Fax: 804-784-3431. Email: shroud@erols.com. Bryan Walsh, Dir. Provides educational services and conducts historical research into the Shroud of Turin.

CHARLOTTESVILLE. Saint Anselm Institute for Catholic Thought (2001) P.O. Box 6432, 22906-6432. Tel: 434-924-6993; Fax: 434-924-3389. Email: info@stanselmstitute.org. Web: www.stanselmstitute.org. Charles A. Kromkowski.

PORTSMOUTH. Catholic Elementary Education Foundation of Hampton Roads, 2301 Oregon Ave., 23701. Tel: 757-488-6744; Fax: 757-465-8833. Email: sec@pces.hrcxmail.com. Mary Ellen Paul, Prin.

ROANOKE. Catholic Historical Society of the Roanoke Valley (Museum & Religious Goods), 400 W. Campbell Ave., S.W., 24016-3627. Tel: 540-982-0152; Fax: 540-982-0152. John Wagner, Pres.; Vernon E. Jolley, Vice Pres.; Loretta Jolley, Sec.; Margaret Cochener, Treas.

St. Francis House, Inc. (1973) P.O. Box 2215, 24009. Tel: 540-345-9090; Fax: 540-345-9090. Email: joelle.henry@cccova.org. Joelle Henry, Coord.

VIRGINIA BEACH. Catholic Charities of Eastern



## RICHMOND (RIC)

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## CATHOLIC CHURCH IN THE U.S.

Virginia Foundation, 5361-A Virginia Beach Blvd.,  
23462. Tel: 757-456-2366; Fax: 757-456-2367. Web:  
www.cccva.org. Jessica Lombardi, Exec. Dir.  
San Lorenzo Spiritual Center, 4556 Indian River  
Rd., 23456. Tel: 757-471-8949; Fax: 757-424-1313.

RELIGIOUS INSTITUTES OF MEN REPRESENTED  
IN THE DIOCESE

For further details refer to the corresponding  
bracketed number in the Religious Institutes of  
Men or Women section.

- [0200]—Benedictine Monks (Latrobe, PA)—O.S.B.
- [1350]—Brothers of St. Francis Xavier—C.FX.
- [0630]—Congregation of the Missionaries of the Holy  
Family—M.S.F.
- [0570]—The Glenmary Home Missioners—Glmy.
- [0690]—Jesuits Fathers and Brothers—S.J.
- [0430]—Order of Preachers (Dominicans) (Province of  
St. Joseph)—O.P.
- [1070]—Redemptorist Fathers (Baltimore Prov.)—  
C.S.S.R.

RELIGIOUS INSTITUTES OF WOMEN  
REPRESENTED IN THE DIOCESE

- [0230]—Benedictine Sisters of Pontifical  
Jurisdiction—O.S.B.
- [1810]—Bernardine Sisters of the Third Order of St.  
Francis—O.S.F.
- [0670]—Cistercian Nuns of the Strict Observance—  
O.C.S.O.
- [0690]—Comboni Missionary Sisters—C.M.S.
- [0270]—Congregation of Bon Secours—C.B.S.
- [1070-09]—Congregation of St. Catherine of Siena,  
Racine—O.P.
- [1070-07]—Congregation of St. Cecilia, Nashville—  
O.P.

- [1070-13]—Congregation of the Most Holy Rosary,  
Adrian—O.P.
- [1920]—Congregation of the Sisters of the Holy  
Cross—C.S.C.
- [0760]—Daughters of Charity of St. Vincent de Paul—  
D.C.
- [0820]—Daughters of the Holy Spirit—D.H.S.
- [0960]—Daughters of Wisdom—D.W.
- [1180]—The Franciscan Sisters—O.S.F.
- [1840]—Grey Nuns of the Sacred Heart—G.N.S.H.
- [2575]—Institute of the Sisters of Mercy of the  
Americas—R.S.M.
- [2340]—Little Sisters of the Poor—L.S.P.
- [2490]—Medical Mission Sisters—S.C.M.M.
- [2490]—Medical Mission Sisters—M.M.S.
- [2480]—Medical Missionaries of Mary—M.M.M.
- [2790]—Missionary Servants of the Most Blessed  
Trinity—M.S.B.T.
- [3760]—Order of St. Clare—P.C.C.
- [3640]—Poor Servants of the Mother of God—S.M.G.
- [3465]—Religious of the Sacred Heart of Mary  
(Eastern American Prov.)—R.S.H.M.
- [2970]—School Sisters of Notre Dame—S.S.N.D.
- [1070-03]—Sinsinawa Dominican Congregation of the  
Most Holy Rosary—O.P.
- []—Sisters for Christian Community—S.F.C.C.
- [0500]—Sisters of Charity of Nazareth—S.C.N.
- [0590]—Sisters of Charity of St. Elizabeth, Convent  
Station—S.C.
- [0990]—Sisters of Divine Providence (Our Lady of  
Divine Providence Prov.)—C.D.P.
- [2990]—Sisters of Notre Dame—S.N.D.
- [3000]—Sisters of Notre Dame de Namur—S.N.D.deN.
- [1530]—Sisters of St. Francis of the Congregation of

- Our Lady of Lourdes, Sylvania, Ohio—O.S.F.
- [3840]—Sisters of St. Joseph of Carondelet—C.S.J.
- [2980]—Sisters of the Congregation of Notre Dame—  
C.N.D.
- [1990]—Sisters of the Holy Names of Jesus and  
Mary—S.N.J.M.
- [2170]—Sisters, Servants of the Immaculate Heart of  
Mary (Immaculata, PA)—I.H.M.
- [4130]—Ursuline Sisters of the Congregation of  
Tildonk, Belgium—O.S.U.
- [4190]—Visitation Nuns—V.H.M.

## DIOCESEAN CEMETERIES

- RICHMOND. Holy Cross, First Ave. & Daniels St.,  
23222. Tel: 804-321-5935.
- Mount Calvary, 1400 S. Randolph St., 23220. Tel:  
804-355-5277.
- LYNCHBURG. Holy Cross, 710 Clay St., 24504. Tel: 434-  
846-5245; Fax: 434-846-7022.
- NORFOLK. St. Mary's Catholic Cemetery, 3000 Church  
St., 23504. Tel: 757-627-2874; Fax: 757-627-0369.
- PETERSBURG. Sacred Heart Cemetery Corporation,  
9300 Community Ln., 23805. Tel: 804-733-0081.  
Email: 5k3b2g@comcast.net.
- PORTSMOUTH. St. Paul's Cemetery Portsmouth Catholic  
Cemetery Commission, P.O. Box 155, 23705. Tel:  
757-488-1723. 2701 Elm Ave., 23705.
- ROANOKE. St. Andrew Diocesan Cemetery, 3601 Salem  
Tpke., N.W., P.O. Box 6616, 24017. Tel: 540-342-  
9180; Fax: 540-342-9190. Email:  
standrewscemetery@juno.com.

## NECROLOGY

- † Krenik, Robert L., (Retired)—Died July 20, 2010

An asterisk (\*) denotes an organization that has established tax-exempt status directly with the IRS and is not covered by the USCCB Group Ruling.



*Combined  
Financial Statements  
Fifteen Month Period Ended  
September 30, 2011*

*Commonwealth Catholic Charities*



**DIXON HUGHES GOODMAN<sup>LLP</sup>**  
Certified Public Accountants and Advisors

*Commonwealth Catholic Charities**Contents*

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**DIXON HUGHES GOODMAN**<sup>LLP</sup>  
Certified Public Accountants and Advisors

### *Report of Independent Auditors*

Board of Directors and Senior Management  
*Commonwealth Catholic Charities*

We have audited the accompanying combined statement of financial position of *Commonwealth Catholic Charities* and Commonwealth Human Services Foundation, which are under common management, as of September 30, 2011, and the related combined statements of activities, functional expenses and cash flows for the fifteen month period then ended. These combined financial statements are the responsibility of the management of *Commonwealth Catholic Charities*. Our responsibility is to express an opinion on these combined financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the combined financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the combined financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall combined financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the combined financial statements referred to above present fairly, in all material respects, the combined financial position of *Commonwealth Catholic Charities* as of September 30, 2011, and the combined changes in their net assets and their cash flows for the fifteen month period then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated November 29, 2011, on our consideration of *Commonwealth Catholic Charities'* internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Our audit was conducted for the purpose of forming an opinion on the basic combined financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is not a required part of the basic combined financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the combined financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic combined financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional

procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the basic combined financial statements as a whole.

*Dixon Hughes Goodman LLP*

Richmond, Virginia  
November 29, 2011



*Commonwealth Catholic Charities*

*Compliance Section*

*Fifteen Month Period Ended June 30, 2011*

*Commonwealth Catholic Charities**Combined Statement of Financial Position*September 30, 2011**Assets**

Cash and cash equivalents	\$ 1,293,547
Receivables - net	
Program and other	1,603,652
Contributions receivable	101,033
Prepaid expenses	13,634
Investments	3,614,609
Property and equipment - net	610,561
Other assets	19,518
	<u>\$ 7,256,554</u>

**Liabilities and Net Assets****Liabilities**

Accounts payable	\$ 401,023
Accrued expenses	644,154
Funds held for others	403,506
<b>Total liabilities</b>	<u>1,448,683</u>

**Net assets**

Unrestricted	1,495,369
Temporarily restricted	1,555,172
Permanently restricted	2,757,330
<b>Total net assets</b>	<u>5,807,871</u>
	<u>\$ 7,256,554</u>

*The accompanying notes are an integral part of these combined financial statements.*



## Commonwealth Catholic Charities

## Combined Statement of Activities

Fifteen Month Period Ended September 30, 2011

	Unrestricted	Temporarily Restricted	Permanently Restricted	Eliminations	Total
<b>Revenues and other support</b>					
Public support:					
Monetary contributions	\$ 825,172	\$ 82,889	\$ -	\$ -	\$ 908,061
United Way allocation and donor designated contributions	11,124	279,142	-	-	290,266
Catholic Diocese of Richmond and Catholic churches	909,807	219,608	-	-	1,129,415
Foundation grants	190,796	314,852	129,033	(114,300)	520,381
Special events - net of \$90,902 of related expenses	71,155	-	-	-	71,155
Non-monetary contributions	425,669	-	-	-	425,669
Total public support	2,433,723	896,491	129,033	(114,300)	3,344,947
Program service fees, including government contracts and grants	14,370,261	63,103	-	-	14,433,364
Revenues and other income:					
Investment income - including realized gains, net	109,368	33,378	-	-	142,746
Unrealized gains on investments	6,434	5,450	-	-	11,884
Net assets in excess of liabilities - Refugee and Immigration acquisition	382,072	135,708	-	-	517,780
Other	61,865	-	-	-	61,865
Total revenues and other income	559,739	174,536	-	-	734,275
Net assets released from restrictions	946,203	(946,203)	-	-	-
Total revenues and other support	18,309,926	187,927	129,033	(114,300)	18,512,586
<b>Expenses</b>					
Program services:					
Aging and disabilities	607,614	-	-	-	607,614
Children services	6,304,216	-	-	-	6,304,216
Family services	5,628,909	-	-	-	5,628,909
Specialized refugee services	2,401,369	-	-	-	2,401,369
Other programs	499,150	-	-	-	499,150
Total program services	15,441,258	-	-	-	15,441,258
Support services:					
Development	634,552	-	-	-	634,552
Management and general	1,594,764	-	-	(114,300)	1,480,464
Total support services	2,229,316	-	-	(114,300)	2,115,016
Total expenses	17,670,574	-	-	(114,300)	17,556,274
Change in net assets	639,352	187,927	129,033	-	956,312
Net assets - beginning of year	856,017	1,367,245	2,628,297	-	4,851,559
Net assets - end of year	\$ 1,495,369	\$ 1,555,172	\$ 2,757,330	\$ -	\$ 5,807,871

The accompanying notes are an integral part of these combined financial statements.

## Commonwealth Catholic Charities

## Combined Statement of Functional Expenses

Fifteen Month Period Ended September 30, 2011

	Program Services				Support Services			Total Program and Support Expenses
	Aging and Disabilities	Children Services	Family Services	Specialized Refugee Services	Other Programs	Total Program Services	Total Support Services	
Compensation	\$ 378,742	\$ 1,597,793	\$ 2,350,438	\$ 822,081	\$ 266,631	\$ 5,415,685	\$ 323,657	\$ 6,809,838
Employee benefits	97,638	455,513	648,731	205,465	87,136	1,494,483	1,070,496	1,864,142
Direct financial assistance	1,446	121,352	1,599,506	359,022	23,456	2,104,782	266,918	2,104,782
Purchase of service	-	3,535,765	-	852,367	-	4,388,132	-	4,388,132
Professional fees	23,125	40,154	290,006	22,129	13,262	388,676	8,291	394,994
Transportation	22,795	155,527	75,589	48,925	54,697	357,533	(1,973)	363,989
Occupancy and related expenses	41,712	204,176	329,476	60,086	31,649	667,099	5,557	944,990
Operating and administrative expenses	22,074	142,038	314,551	29,019	20,927	528,609	91,964	562,856
Contribution from the Foundation	-	-	-	-	-	-	22,519	-
Interest	-	-	-	-	-	-	114,300	(114,300)
Depreciation	20,082	51,898	20,612	2,275	1,392	96,259	1,675	1,675
							23,308	120,876
	\$ 607,614	\$ 6,304,216	\$ 5,628,909	\$ 2,401,369	\$ 499,150	\$ 15,441,258	\$ 634,552	\$ 17,556,274
							\$ 1,594,764	\$ 2,229,316
							\$ (114,300)	\$ (114,300)

The accompanying notes are an integral part of these combined financial statements.

*Commonwealth Catholic Charities**Combined Statement of Cash Flows***Fifteen Month Period Ended September 30, 2011****Cash flows from operating activities**

Change in net assets	\$ 956,312
Adjustments to reconcile to net cash from operating activities:	
Depreciation	120,876
Unrealized gains on investments	(11,884)
Realized gains on investments	(36,819)
Net assets in excess of liabilities - Refugee and Immigration acquisition	(517,780)
Change in assets:	
Receivables - programs and other	(61,084)
Receivables - contributions receivable	91,048
Prepaid expenses	(4,001)
Other assets	87
Accounts payable	(230,091)
Accrued expenses	388,234
Funds held for others	92,782
<b>Net cash from operating activities</b>	<b>787,680</b>

**Cash flows from investing activities**

Purchase of property and equipment	(72,974)
Proceeds from sale of investments	250,000
Cash acquired as part of the Refugee and Immigration acquisition	150,374
Purchase of investments	(205,404)
<b>Net cash from investing activities</b>	<b>121,996</b>

**Cash flows from financing activities**

Principal payments on notes payable	(105,523)
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**Change in cash and cash equivalents**

804,153

**Cash and cash equivalents - beginning of year**

489,394

**Cash and cash equivalents - end of year**

\$ 1,293,547

**Supplemental disclosure of cash flow information**

Cash paid for interest	\$ 1,506
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**Supplemental disclosure of non-cash investing activities**

Receivable and other assets acquired in excess of payables and other liabilities assumed as part of the Refugee and Immigration acquisition	\$ 367,406
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*The accompanying notes are an integral part of these combined financial statements.*



*Commonwealth Catholic Charities**Notes to Combined Financial Statements*

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September 30, 2011

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**1. Organization and Nature of Activities**

*Commonwealth Catholic Charities* and Commonwealth Human Services Foundation (collectively, the Organization) were established under the laws of the Commonwealth of Virginia for the purpose of conducting programs concerned with the treatment of personal, economic and social welfare needs of families, children and other individuals. It is the mission of the Organization to provide quality, compassionate human services to all people, especially the most vulnerable. The Organization's vision is to empower individuals, strengthen families and build the community through faith and service.

The Organization primarily provides services through its offices located in Central, Southwestern and Hampton Roads communities in Virginia.

The Organization is supported by donor contributions, grants and United Way Services organizations. The Organization also provides services to various governmental agencies, third party payers and individuals. Grants and contracts from governmental agencies for services provided during 2011 represented approximately 35.1 % of the Organization's total revenues.

The accompanying combined financial statements include the resources and financial activities of *Commonwealth Catholic Charities* and Commonwealth Human Services Foundation (Foundation), a public charity. The Foundation was established to conduct and support financial development.

During 2010, the Organization changed its fiscal year-end from June 30 to September 30. These financial statements reflect the fifteen-month period from July 1, 2010 to September 30, 2011.

**2. Summary of Significant Accounting Policies**

**Financial Statement Presentation**

The Organization reports information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. The combining financial statements report amounts separately by class of assets as follows:

**Unrestricted net assets** impose no restriction on the Organization as to their use or purpose. Such net assets are expended for purposes deemed appropriate for operating purposes.

**Temporarily restricted net assets** are those whose use by the Organization has been limited by donors to a specific time period or purpose.

**Permanently restricted net assets** consist of endowment fund investments to be held indefinitely, the income from which may be expended to support the activities of the Organization.

**Cash and Cash Equivalents**

The Organization's definition of cash equivalents includes items such as short-term, highly liquid investments with maturities of three months or less at the date of acquisition. Cash and cash equivalents designated for investment purposes are reported with investments.

### Recognition of Contributions and Grants

Contributions and grants are recognized when the donor makes a promise to give to the Organization that is, in substance, unconditional. Contributions and grants that are restricted by the donor are reported as an increase in unrestricted net assets if the restriction expires in the fiscal period in which the contribution or grant is recognized. All other donor-restricted contributions and grants are reported as an increase in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires, temporarily restricted net assets are reclassified as unrestricted.

The Organization uses the reserve method of accounting for bad debts for financial reporting and contractual write-offs. The reserve for doubtful accounts and contractual write-offs at September 30, 2011 was \$144,700.

### Property and Equipment

Purchased property and equipment are stated at cost. Donated assets are stated at fair value at the time of the donation. Depreciation is computed on the straight-line basis over the estimated useful lives of the assets as follows:

Building	20 years
Building and leasehold improvements	10-20 years
Furniture, fixtures, equipment and vehicles	3-10 years

### Contributed Materials and Services

The value of contributed goods and the value of contributed services that either (a) created or enhanced a non-financial asset or (b) required specialized skills, was provided by individuals possessing those skills, and would have been purchased if not contributed, are recognized in the combined financial statements, if material. During 2011, approximately \$425,669 of contributed materials and service transactions were recognized in the combined financial statements.

### Concentrations of Credit Risk

Financial instruments which potentially subject the Organization to concentrations of credit risk consist principally of cash and cash equivalents, investments, and receivables. The Organization places its cash and cash equivalents with high-credit, quality financial institutions. At September 30, 2011, cash and cash equivalents did not exceed the federally insured limit. Concentration of credit risk for investments is limited by the Organization's policy of diversification of investments. Program and other receivables are monitored closely by management, and an allowance for estimated uncollectible amounts is in place. Pledges receivable have been adjusted to present value less an allowance for estimated uncollectible amounts. These policies and adjustments mitigate the Organization's exposure to concentration of credit risk.

### Estimates

The preparation of combined financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results could differ from those estimates and assumptions.

### Tax Status

The Organization's related entities are exempt from income taxes under Sections 501(c)(3) and 509(a)(3) of the Internal Revenue Code and under the tax statutes of the Commonwealth of Virginia. In addition, the individual entities have been classified as organizations that are not private foundations under Section 509(a) of the Internal Revenue Code. The Organization's related entities have determined that there are no material unrecognized tax benefits or obligations as of September 30, 2011. Fiscal years ending on or after June 30, 2008 remain subject to examination by federal and state tax authorities.

### Subsequent Events

In preparing these combined financial statements, the Organization has evaluated events and transactions for potential recognition or disclosure through November 29, 2011, the date the combined financial statements were available to be issued.

### 3. Investments

Investments are shown on the combined statement of financial position at fair value. Investments are recorded at fair value. Transactions are accounted for using the trade date. As of September 30, 2011, investments are composed of the following:

	Cost	Market
Other investments:		
Cash and cash equivalents	\$ 125,141	\$ 125,141
Corporate bonds and government securities	731,947	727,617
Marketable securities	439,956	437,368
Endowment funds:		
Cash and cash equivalents	107,463	107,463
Corporate bonds and government securities	873,573	898,496
Marketable securities	1,326,327	1,318,524
	<u>\$ 3,604,407</u>	<u>\$ 3,614,609</u>

Investment income is reflected in the table below for fifteen month period ended September 30, 2011:

Investment returns:	
Dividends and interest	\$ 105,927
Net realized and unrealized gains	<u>48,703</u>
Total return on investments	<u>\$ 154,630</u>

### 4. Property and Equipment

Property and equipment consisted of the following at September 30, 2011:

	Cost	Accumulated Depreciation	Net
Land	\$ 83,619	\$ -	\$ 83,619
Building	501,131	(433,436)	67,695
Building and leasehold improvements	738,272	(463,381)	274,891
Furniture, fixtures, equipment and vehicles	762,294	(577,938)	184,356
	<u>\$ 2,085,316</u>	<u>\$ (1,474,755)</u>	<u>\$ 610,561</u>



**5. Contributions Receivable**

Contributions receivable are expected to be collected within one year and are recorded at their net realizable values.

**6. Line of Credit**

The Organization has a \$750,000 uncollateralized line of credit with a bank bearing interest at the 30-day London Interbank Offered Rate (LIBOR) based option plus .95%, with a minimum borrowing rate of 2.0%. The agreement was endorsed by the Bishop of the Catholic Diocese of Richmond and expires on December 30, 2011. There have been no borrowings under this agreement since June 2008.

**7. Notes Payable**

During the fiscal period, the Organization satisfied the remaining balance under a note payable with a local bank that was endorsed by the Bishop of the Catholic Diocese of Richmond. Principal payments made during 2011 totaled \$105,523. The note was payable in monthly installments of \$5,000 plus interest of 2.0%

**8. Operating Leases**

The Organization leases certain office space and equipment under noncancelable operating lease agreements. Total rental expense under noncancelable operating leases was \$ 167,069 for the fifteen month period ended September 30, 2011. Future minimum lease payments for fiscal years ending September 30 are as follows:

2012	\$	155,282
2013		142,014
2014		143,092
2015		143,803
2016		125,217
Thereafter		206,869
	\$	<u>916,277</u>

**9. Pension Plan**

The Organization has a defined contribution pension plan which covers substantially all employees. Employees can contribute up to the Section 402(g) limit of the Internal Revenue Code. The Organization makes basic contributions equal to 4% of each participant's compensation and matches up to 4% of the participant's contributions to the plan based on the years of service of the employee. The participants become fully vested in the employer's contributions after three years of service. If an employee terminates employment prior to becoming vested, the employer's contribution becomes refundable to the Organization. Total expense under the plan was \$393,918 for the fifteen month period ended September 30, 2011.

**10. Temporarily Restricted Net Assets**

Net assets were temporarily restricted for the following purposes at September 30, 2011:

Aging and disabilities	\$ 914,106
Family services	311,300
Children's services	163,447
Disaster relief	28,440
Other programs	12,802
Time restricted contributions	101,033
Capital improvement grant	<u>24,044</u>
	<u>\$ 1,555,172</u>

Temporarily restricted net assets were released from restrictions during the fifteen month period September 30, 2011 for the following purposes:

Family services	\$ 585,616
Children's services	28,594
Other programs	15,773
Specialized refugee services	1,125
Time restricted contributions	<u>315,095</u>
	<u>\$ 946,203</u>

**11. Permanently Restricted Net Assets**

Net assets were permanently restricted for the following purposes at September 30, 2011:

Unrestricted endowment	\$ 2,223,005
Pregnancy counseling	232,284
Scholarships	200,000
Necessitous children (Roanoke Valley)	74,008
Necessitous children (Southwest Virginia)	<u>28,033</u>
	<u>\$ 2,757,330</u>

**12. Related Party Transactions**

The Bishop of the Catholic Diocese of Richmond (Diocese) is the sole corporate member of the Organization. The Diocese has agreed to make a monthly subsidy payment to the Organization over a five year period ending June 30, 2013 in the amount of \$75,066 per year. During the fifteen month period ended September 30, 2011, the Catholic Diocese of Richmond paid \$94,566 to the Organization.

### 13. Fair Value Measurements

Accounting standards establish a framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1 measurements) and the lowest priority to unobservable inputs (level 3 measurements). The three levels of the fair value hierarchy are described below:

Level 1 Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the Organization has the ability to access.

Level 2 Inputs to the valuation methodology include:

- quoted prices for similar assets or liabilities in active markets;
- quoted prices for identical assets or liabilities in inactive markets;
- inputs other than quoted prices that are observable for the asset or liability;
- inputs that are derived principally from or corroborated by observable market data by correlation or other means.

If the asset or liability has a specified (contractual) term, the level 2 input must be observable for substantially the full term of the asset or liability.

Level 3 Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

The asset or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

Following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the methodologies used at September 30, 2011.

*Equities, corporate bonds, mortgage backed securities, and U.S. Treasury securities:* Valued at the closing price reported on the active market on which the individual securities are traded.

The preceding methods described may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, although the Organization believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.



The following table sets forth by level, within the fair value hierarchy, the Organization's assets at fair value as of September 30, 2011:

	Level 1	Level 2	Level 3	Total
Equities:				
U.S. equities	\$ 1,153,735	\$ -	\$ -	\$ 1,153,735
International securities	300,103	-	-	300,103
Small cap securities	302,056	-	-	302,056
Corporate bonds	1,128,000	-	-	1,128,000
Mortgage backed securities	372,292	-	-	372,292
U.S. Treasury securities	125,819	-	-	125,819
<b>Total assets at fair value</b>	<b>\$ 3,382,005</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,382,005</b>

#### 14. Endowment Funds

The Organization's endowment consists of 5 individual funds held in permanently restricted funds. The endowment includes only donor-restricted endowment funds. These funds were established for a variety of purposes. As required by generally accepted accounting principles (GAAP), net assets associated with these endowment funds are classified and reported based on the existence or absence of donor-imposed restrictions.

The management of donor-restricted endowment funds is governed by state law under the Uniform Prudent Management of Institutional Funds (UPMIFA) law as adopted by the state legislature. Virginia's version of UPMIFA was enacted during 2008. The Organization has interpreted the relevant state law as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds, absent explicit donor stipulations to the contrary.

As a result of this interpretation, the Organization classifies as permanently restricted net assets (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment, and (c) accumulations to the permanent endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund.

The remaining portion of the donor-restricted endowment fund that is not classified in permanently restricted net assets is classified as temporarily restricted net assets until those amounts are appropriated for expenditure by the Organization in a manner consistent with the standard of prudence prescribed by the state UPMIFA law.

A summary of the activity in endowment funds for the fifteen month period ended September 30, 2011 is as follows:

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Endowment net assets – June 30, 2010	\$ (543,723)	\$ -	2,628,297	2,084,574
Investment return:				
Investment income	96,857	-	-	96,857
Gifts	-	-	129,033	129,033
	96,857	-	129,033	225,890
Endowment net assets – September 30, 2011	\$ (446,866)	\$ -	\$ 2,757,330	\$ 2,310,464

In accordance with state UPMIFA law, the Organization considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds: (1) the duration and preservation of the fund, (2) the purposes of the Organization and the donor-restricted endowment fund, (3) general economic conditions, (4) the possible effect of inflation and deflation, (5) the expected total return from income and the appreciation of investments, (6) other resources of the Organization, and (7) the investment policies of the Organization.

From time-to-time, the fair value of assets associated with individual donor-restricted endowment funds may fall below the level that the donor or state UPMIFA guidelines require the Organization to retain as a fund of perpetual duration. In accordance with GAAP, deficiencies of this nature that are reported in unrestricted net assets as of September 30, 2011 were \$446,866. These deficiencies resulted from unfavorable market fluctuations that occurred shortly after the investment of new permanently restricted contributions and continued appropriation for certain programs that was deemed prudent by the Organization.

During the year ended June 30, 2009, the Organization formed the Investment Committee to review the existing investment policy and oversee the direct management of donor-restricted funds in accordance with its investment policy and the guidelines established under the Uniform Prudent Management of Institution Funds Act as enacted by the Commonwealth of Virginia. The primary objective of the investment policy is to preserve the purchasing power of the funds and maintain a competitive rate of return, relative to risk, by investing in fixed income and equity securities in accordance with specified asset allocation guidelines. The investment policy defines benchmarks and establishes a three-to-five year time horizon to quantitatively measure investment performance. The Investment Committee will meet at least annually to review the investment asset allocation and investment objectives. To assist the committee fulfill its responsibilities, an investment advisor was engaged to manage the portfolio under the guidelines set by the committee.

The investment policy was designed to support a spending rate distribution policy of 4% based on the endowment average return over the preceding 12 quarters prior to the fiscal period in which the distribution is planned. The Investment Committee initially established an initial asset allocation target of equity to fixed income securities of 50% plus a 20% variance. The establishment of the asset allocation mix is estimated to provide an annual return of approximately 6.75%, which is sufficient to preserve the funds balances and support the payment of a 4% distribution.

## 15. Acquisition

On July 1, 2010, the Organization completed the acquisition of Refugee and Immigration Services of the Catholic Diocese of Richmond, Inc. ("RIS") in a transaction that was accounted for under the purchase method of accounting. RIS resettled adult refugees and families and provided immigration and interpretation services, while the Organization works with other at-risk populations. Being combined under a single structure, the two organizations are able to share resources and create an infrastructure to better serve the refugees and other clients.

At the July 1, 2010 acquisition date, the fair value of RIS assets and liabilities assumed and recognized in the financial statements were as follows:

Cash	\$ 150,374
Receivables	530,087
Property and equipment	23,091
Other assets	768
Accounts payable	(152,290)
Funds held for others	(34,250)
	<u>\$ 517,780</u>

No consideration was transferred as a part of the acquisition process and the transaction therefore resulted in an inherent contribution to the Organization of \$517,780. This amount is shown in the combined statement of activities as other income.

\* \* \* \* \*





**DIXON HUGHES GOODMAN LLP**  
Certified Public Accountants and Advisors

***Report on Internal Control Over Financial Reporting  
and on Compliance and Other Matters Based  
on an Audit of Financial Statements Performed  
in Accordance With Government Auditing Standards***

Board of Directors and Senior Management  
*Commonwealth Catholic Charities*

We have audited the combined financial statements of *Commonwealth Catholic Charities* as of and for the fifteen month period ended September 30, 2011, and have issued our report thereon dated November 29, 2011. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

***Internal Control Over Financial Reporting***

In planning and performing our audit, we considered *Commonwealth Catholic Charities'* internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the combined financial statements, but not for the purpose of expressing an opinion on the effectiveness of *Commonwealth Catholic Charities'* internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of *Commonwealth Catholic Charities'* internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

***Compliance and Other Matters***

As part of obtaining reasonable assurance about whether *Commonwealth Catholic Charities'* combined financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of combined financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of management, Board of Directors, pass-through entities, and federal awarding agencies and is not intended to be and should not be used by anyone other than these specified parties.

*Dixon Hughes Goodman LLP*

Richmond, Virginia  
November 29, 2011



**DIXON HUGHES GOODMAN<sup>LLP</sup>**  
 Certified Public Accountants and Advisors

***Report on Compliance That Could Have a Direct  
 and Material Effect on Each Major Program  
 and on Internal Control Over Compliance  
 in Accordance With OMB Circular A-133***

Board of Directors and Senior Management  
***Commonwealth Catholic Charities***

***Compliance***

We have audited ***Commonwealth Catholic Charities***' compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) *Circular A-133 Compliance Supplement* that are applicable to each of its major federal programs for the fifteen month period ended September 30, 2011. ***Commonwealth Catholic Charities***' major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements referred to above is the responsibility of ***Commonwealth Catholic Charities***' management. Our responsibility is to express an opinion on ***Commonwealth Catholic Charities***' compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program identified in the accompanying schedule of findings and questioned costs occurred. An audit includes examining, on a test basis, evidence about ***Commonwealth Catholic Charities***' compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of ***Commonwealth Catholic Charities***' compliance with those requirements.

In our opinion, ***Commonwealth Catholic Charities*** complied, in all material respects, with the compliance requirements referred to above that are applicable to each of its major federal programs for the fifteen month period ended September 30, 2010.

***Internal Control Over Compliance***

The management of ***Commonwealth Catholic Charities*** is responsible for establishing and maintaining effective internal control over compliance with the compliance requirements of laws, regulations, and contracts applicable to federal programs. In planning and performing our audit, we considered ***Commonwealth Catholic Charities***' internal control over compliance with the requirements that could have a direct and material effect on a major federal program to determine the auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control



over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of *Commonwealth Catholic Charities'* internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that a material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

This report is intended solely for the information and use of management, Board of Directors, pass-through entities, and federal awarding agencies and is not intended to be, and should not be, used by anyone other than these specified parties.

*Dixon Hughes Goodman LLP*

Richmond, Virginia  
November 29, 2011

*Commonwealth Catholic Charities**Schedule of Expenditures of Federal Awards*

Fifteen Month Period Ended September 30, 2011

Federal Grantor/ Program Title	Federal CFDA Number	Pass-Through Entity Identifying Number	Expenditures
<b>Department of Health and Human Services</b>			
Refugee and Entrant Assistance - State Administered Programs			
Pass through programs from:			
Virginia Department of Social Services	93.566	CVS-08-070	\$ 2,329,893
Virginia Department of Newcomers Services	93.566	CVS-07-068-05	532,345
			<u>2,862,238</u>
Refugee and Entrant Assistance - Voluntary Agency Programs			
Pass through programs from:			
The United States Conference of Catholic Bishops	93.567	Unknown	216,572
Refugee and Entrant Assistance - Targeted Assistance Grants			
Pass through programs from:			
The United States Conference of Catholic Bishops	93.584	CVS-07-068-05	172,354
Services to Victims of a Severe Form of Trafficking			
Pass through programs from:			
The United States Conference of Catholic Bishops	93.598	TR-265/TR-127	24,829
Unaccompanied Alien Children Program			
Pass through programs from:			
Virginia Department of Social Services	93.676	90ZU0065/01	733,477
The United States Conference of Catholic Bishops	93.676	Unknown	555,437
<b>Total Department of Health and Human Services</b>			<u>4,564,907</u>
<b>Department of Homeland Security</b>			
Emergency Food and Shelter National Board Program	97.024	N/A	68,937
Cuban/Haitian Entrant Program			
Pass through programs from:			
The United States Conference of Catholic Bishops	97.009	Unknown	600
<b>Total Department of Homeland Security</b>			<u>69,537</u>
<b>U.S. Department of State</b>			
U.S. Refugee Admissions Program			
Pass through programs from:			
Virginia Department of Social Services	19.510	CVS-08-070	4,911
The United States Conference of Catholic Bishops	19.510	Unknown	561,766
<b>Total U.S. Department of State</b>			<u>566,677</u>
<b>Department of Housing and Urban Development</b>			
Housing Counseling Assistance Program	14.169	N/A	33,692
Homelessness Prevention and Rapid Re-Housing Program - HPRP	14.257	N/A	76,970
<b>Total Department of Housing and Urban Development</b>			<u>110,662</u>

*See report of independent auditors.*

*Commonwealth Catholic Charities**Schedule of Expenditures of Federal Awards*Fifteen Month Period Ended September 30, 2011

Federal Grantor/ Program Title	Federal CFDA Number	Pass-Through Entity Identifying Number	Expenditures
<b>Department of Education</b>			
Adult Education Basic Grants to States			
Pass through programs from:			
Commonwealth of Virginia, Department of Education	84.002	V002A090046	132,271
<b>Total Department of Education</b>			<u>132,271</u>
			<u>\$ 5,444,054</u>

*See report of independent auditors.*



*Commonwealth Catholic Charities**Notes to the Schedule of Expenditures of Federal Awards*

September 30, 2011

**1. Basis of Presentation**

The accompanying schedule of expenditures of federal awards (Schedule) includes the federal grant activity of *Commonwealth Catholic Charities* under programs of the federal government for the fifteen month period ended September 30, 2011. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Because the schedule presents only a selected portion of the operations of *Commonwealth Catholic Charities*, it is not intended to and does not present the financial position, changes in net assets or cash flows of *Commonwealth Catholic Charities*.

**2. Summary of Significant Accounting Policies**

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in OMB Circular A-122, *Cost Principles for Non-profit Organizations*, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

**3. Subrecipients**

Of the federal expenditures presented in the Schedule, *Commonwealth Catholic Charities* provided federal awards to subrecipients as follows:

CFDA Number	Program Name	Amount Provided to Subrecipients
14.257	Homelessness Prevention and Rapid Re-Housing Program - HPRP	\$ 76,970

*See report of independent auditors.*

*Commonwealth Catholic Charities**Schedule of Findings and Questioned Costs***Fifteen Month Period Ended September 30, 2011****1 Summary of Auditors' Results**

- a. An unqualified opinion was issued on the combined financial statements.
- b. There were no significant deficiencies noted in internal control to disclose.
- c. The audit did not disclose any material noncompliance.
- d. There were no significant deficiencies in internal control over major programs to disclose.
- e. An unqualified opinion was issued on compliance for major programs.
- f. The audit did not disclose any audit findings required to be reported.
- g. The major programs were:
 

Refugee and Entrant Assistance - State Administered Programs	93.566
Unaccompanied Alien Children Program	93.676
U.S. Refugee Admissions Program	19.510
- h. The dollar threshold used to distinguish between Type A and Type B programs was \$300,000.
- i. The auditee qualifies as a low-risk auditee.

**2 Finds Related to the Financial Statements Which Are Required to be Reported in Accordance with GAGAS**

- a. None

**3 Findings and Questioned Costs for Federal Awards**

- a. None

**4 Resolution of Prior Year Findings**

- a. There were no prior year findings

*See report of independent auditors.*



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF SOCIAL SERVICES

May 29, 2012

### Addendum No. 1 to all Offerors:

Request for Proposals: CVS-12-0089  
Titled: Virginia Refugee Resettlement Program  
Dated: May 25, 2012  
Proposals Due: 4:00 pm, June 29, 2012  
Pre-proposal Conference: 10:30 am, June 13, 2012

The above is hereby changed to read:


The purpose of this addendum is to correct information relating to the date and time of the mandatory pre-proposal conference:

1. **Reference RFP, Page 29, Section IX:** First Paragraph, first sentence, Delete the words "June 12, 2012 from 1:30 PM to 3:30 PM" and replace with the words "June 13, 2012 from 10:30 AM to 12:30 PM."
2. **Reference RFP, Page 29, Section IX:** Second Paragraph, fourth sentence. Delete the sentence in its entirety and replace with "No one will be admitted after 10:45 AM."

*Note:* A signed acknowledgment of this addendum must be received by this office attached to your proposal. Signature on the addendum does not substitute for your signature on the original proposal document. The original document must also be signed.

Robert Earley, Contract Officer

Commonwealth Catholic Charities  
Name of Firm

  
Signature and Title Executive Director

6/15/2012  
Date





# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF SOCIAL SERVICES

June 13, 2012

### Addendum No. 2 to all Offerors:

Request for Proposals: CVS-12-089  
Titled: Virginia Refugee Resettlement Program  
Dated: May 25, 2012  
Proposals Due: 4:00 pm, June 29, 2012  
Pre-proposal Conference: 10:30 am, June 13, 2012

The above is hereby changed to read:

The purpose of this addendum is to replace the original RFP in its entirety and replace with a revised RFP titled "Virginia Refugee Resettlement Program – Version 2." A list of changes to the RFP is attached.

*Note:* A signed acknowledgment of this addendum must be received by this office attached to your proposal. Signature on the addendum does not substitute for your signature on the original proposal document. The original document must also be signed.

\_\_\_\_\_  
Robert Earley, Contract Officer

Commonwealth Catholic Charities  
Name of Firm

*Patricia Croft*  
Signature and Title Chief Financial Officer

6-28-12  
Date

**Changes to Request for Proposals**  
**RFP No. CVS-12-089**  
**June 13, 2012**

<u>Page</u>	<u>Correction</u>
Events Page	PM was omitted from time of 12:30 at second bullet
Attachment E	Title should read "Assurances – non construction"
Attachment F	Form is not labeled Attachment F
Attachment H	Full title is "State Corporation Commission" form
Attachment J	Proposal Checklist <b>Attachment J</b> has been revised and a new document provided. The previous document should be discarded.
Attachment K	Eliminated
Page 6	Last entry on page should read "on page 15".
Page 11	Website link is incorrect. The correct link is: <a href="http://www.dss.virginia.gov/family/ons">www.dss.virginia.gov/family/ons</a>
Page 12	In the 5 <sup>th</sup> paragraph there is a misplaced "and" (now deleted)
Page 12	Third paragraph at <b>C. Core Employment Services (ES)</b> at <b>a.</b> First line should read "Development of an individual employability "plan" (not plans).
Page 13	Last paragraph, first sentence. Verb should be "is" instead of "are"
Page 14	At <b>E. English Language Training</b> , second paragraph, the words "and CASAS" should be added. "
	"Therefore all refugees' English language level oral and written must be determined utilizing a standardized assessment test identified by the Center for Applied Linguistics (CAL), Virginia Department of Education's (DOE) Office of Adult Education and Literacy, "and CASAS", or a comparable organization. Applicants must use the National Reporting System (NRS) scoring scale for the six literacy levels to describe levels of ESL functions for clients."
Page 16	A paragraph is added at <b>A2, Performance Standards</b> , immediately prior to the first table.
	"In addition to outcome goals, service providers are held to both employment services and ELT performance standards. The standards represent targets that are deemed by Office of Newcomer Services to be reasonable and achievable."
Page 16	Each of the left hand boxes for employment performance standards has been re-labeled "Outcome Goal"
Page 18	In fourth paragraph there is a misplaced "at."
Page 18	Incorrect website address. Replace with: <a href="http://www.dss.virginia.gov/form/grants/index.html">www.dss.virginia.gov/form/grants/index.html</a>
Page 19	At <b>4. Eligibility for Services</b> "All persons provided services must belong to one of the groups identified in Section II B of this solicitation."
Page 19	Paragraph two under <b>5. Basis of Funding</b> has been revised to read as follows: "Awards of funding will be based on the Review Committee's scoring of the proposal, references, and ONS' previous experience with the respondent agency."
Page 20	At <b>B. Specific Proposal Instructions</b> , first paragraph, previous wording is replaced by new wording, as follows:

"Proposals must be thorough, clear and logical so that VDSS Review Committee may properly evaluate and score your proposal in relation the services that will be provided. Applicants are required to submit the following items as a complete proposal in the following order:

**The RFP Compliance Cover Sheet (Attachment A)** must be the cover page of the submitted proposal. This form must have the original signature (in **BLUE** ink) of the applicant's authorized representative. The applicant is responsible for reviewing the entire RFP to ensure that all requirements of the RFP are complete.

After the Compliance Cover Sheet, all proposals will be submitted in the following order:

1. Proposal Narrative, no more than 20 pages in length, numbered consecutively, and to consist of:
  - a. One page executive summary
  - b. Summary of past accomplishments
  - c. Description of proposed program
  - d. Program Evaluation
2. Proposed Budget
3. Proposed Outcomes
4. Required Attachments

Page 22

At **2. Proposed Budget** Attachment labels have been corrected and re-labeled "B1", "B2", and "B3"

Page 23

At **3. Proposed outcomes**. The second sentence that pertains to ELT Attachment B has been deleted. The revised section now reads "Applicants must submit proposed outcomes for Employment Services by entering them on Attachment A. Applicants applying for RSS and TAP funds must submit outcomes for each on separate forms."

Page 36

**Special Terms and Conditions**. Previous **Section F Compensation to the Contractor** has been deleted.

Page 36

Beginning at Page 36, **Special Terms and Conditions**, Previous Section G, Fiscal Administration, has been relabeled as **Section F**. All sections that follow have been re-labeled one letter forward in the alphabet, consecutively, **Sections G through T**.

Page 39

To **Section O, Communication Protocol**, additional wording has been added, as follows:

"Responsiveness to ONS

Contractors are expected to be reachable by phone and e-mail during normal business hours and are expected to respond to ONS e-mails and phone messages in a timely fashion – replying within one business day is considered reasonable. Failure to reply in a timely manner may result in sanctions and/or corrective actions. When directors are away from their office for extended periods, they must contact the State Refugee Coordinator and indicate a primary agency contact during their absence."

Page 41

**XII. Method of Payment** The previous copy has been replaced with new wording as indicated in the document.





# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF SOCIAL SERVICES

June 19, 2012

### Addendum No. 3 to all Offerors:

Request for Proposals: CVS-12-089  
Titled: Virginia Refugee Resettlement Program  
Dated: May 25, 2012  
Proposals Due: 4:00 pm, June 29, 2012  
Pre-proposal Conference: 10:30 am, June 13, 2012

The above is hereby changed to read:

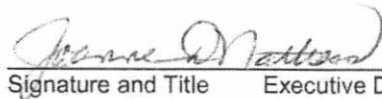
### See attached Changes to RFP

Note: A signed acknowledgment of this addendum must be received by this office attached to your proposal. Signature on the addendum does not substitute for your signature on the original proposal document. The original document must also be signed.

\_\_\_\_\_  
Robert Earley, Contract Officer

Commonwealth Catholic Charities

Name of Firm



Signature and Title      Executive Director

6/20/2012  
Date

**Changes to Request for Proposals  
RFP No. CVS-12-089**

1. **Reference Attachment J:** Attachment J has been revised and is now included in the revised version of the RFP. Previous version of Attachment J is deleted.
2. **Reference Page 23, 4. Required Attachments, (1-14):** The entire list has been revised and renumbered to include all items to be submitted and to reflect Attachment J, Proposal Checklist. The revisions have been inserted into the revised version of the RFP.
3. **Page 16 A2. Performance Standards, Heading at number 5:** Reference Heading at Number 5, "Full-time Jobs with Health Benefits" Wording is replaced with "Number of all Job Placements in Which the Employee is Employed at any Job on the 90<sup>th</sup> Day."
4. **Page 16 A.2. Performance Standards, Number 5:** Reference Lower left hand box. Replace the words "within (6) months" with "after 90 days."
5. **Page 17, 6. B. Performance Standard:** Replace the words "75% of all refugees..." with "50 % of all refugees..."
6. **Page 20 B. Specific Proposal Instructions:** Reference 1.a Proposal Narrative. Delete the words "One page executive summary" in their entirety and replace with "An unnumbered one page Executive Summary. The one page Executive Summary will precede the Program Narrative and will not count as the first page of the Proposal Narrative."
7. **Page 39, Special Terms and Conditions, N. Business Hours and Accessibility for Clients:** Reference fourth sentence. Change sentence to read, "With the exception of secure entry systems, such as those that use buzzers, main office doors accessible to the general public are not to be locked during normal business hours."

**Attachment I**

**Mandatory Pre-Proposal Conference**  
**June 13, 2012**  
**Virginia Department of Social Services**  
**801 East Main Street**  
**Richmond, VA 23219**

A mandatory pre-proposal conference will be held on June 13 from 10:30 AM to 12:30 PM at The Virginia Department of Social Services in Richmond, VA. The purpose of this conference is to allow potential applicants an opportunity to present questions and obtain clarification relative to any facet of this solicitation.

Due to the importance of all applicants having a clear understanding of the specifications/scope of work and requirements of this solicitation, attendance at this conference will be a prerequisite for submitting a proposal. **Proposals will be accepted only from those applicants who are represented at this pre-proposal conference.** Attendance at the conference will be evidenced by the representative's signature on the attendance roster. No one will be admitted after 1:45.

**Please fill in the information below and e-mail it to [brent.sutton@dss.virginia.gov](mailto:brent.sutton@dss.virginia.gov) by June 6, 2012.**

Agency: Commonwealth Catholic Charities

Email: graham.sellors@cccovfa.org

Phone: 804-545-6940

Address: 1512 Willow Lawn Drive, PO Box 6565, Richmond, VA 23230

List all who will attend:

Name: Joanne Nattrass, Executive Director

Name: Graham Sellors, Grant Writer



**Sellors, Graham**

**From:** Sutton, Brent (VDSS) [brent.sutton@dss.virginia.gov]  
**Sent:** Monday, June 11, 2012 2:47 PM  
**To:** Sellors, Graham  
**Cc:** Nattrass, Joanne  
**Subject:** RE: Completed form

This is to confirm receipt of your recent registration for the Pre-proposal Conference

Thanks,

Brent Sutton

---

**From:** Sellors, Graham [mailto:Graham.Sellors@cccovfa.org]  
**Sent:** Monday, June 04, 2012 9:06 AM  
**To:** Sutton, Brent (VDSS)  
**Cc:** Nattrass, Joanne; Thompson, Krystal; Nevills, Freida  
**Subject:** Completed form

Please find pasted below the completed form for the June 13 pre-proposal conference.

Please email me or call me at 545-6940 if you have any questions.

Thank you,

Graham

**Mandatory Pre-Proposal Conference**  
**June 13, 2012**  
**Virginia Department of Social Services**  
**801 East Main Street**  
**Richmond, VA 23219**

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Agency: Commonwealth Catholic Charities

Email: [graham.sellors@cccovfa.org](mailto:graham.sellors@cccovfa.org)

Phone: 804-545-6940

Address: 1512 Willow Lawn Drive, PO Box 6565, Richmond, VA 23230

List all who will attend:

Name: Joanne Nattrass, Executive Director

Name: Graham Sellors, Grant Writer

Graham Sellors  
Grant Writer  
Commonwealth Catholic Charities  
1512 Willow Lawn Drive, PO Box 6565  
Richmond, VA 23230-0565  
Phone 804-545-6940  
Fax 804-285-1938  
[www.cccofva.org](http://www.cccofva.org)

Confidentiality Notice: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

Virginia Department of Social Services  
Office of Newcomer Services



Request for Proposals  
Virginia Refugee Resettlement Program Funding  
RFP Number CVS-12-089

Pre-proposal Conference  
Question and Answer Summary  
June 13, 2012

**Announcements**

1. The period for obtaining answers to questions regarding the RFP closes at 4:00 pm on June 21, 2012.
2. Answers to questions asked during the pre-proposal conference will be issued to all applicants.
3. Existing Attachment K has been eliminated and should be discarded.
4. Applicants applying for both RSS and TAP must submit separate outcome goals and budgets for each. Only one narrative inclusive of RSS and TAP is to be submitted. The priority order of service is the same for clients served by either RSS or TAP funds.
5. The amount of dollars available for contracted Refugee Social Services (RSS) and contracted Targeted Assistance Program services is in FFY 2012 is:  
  
RSS    \$1,627,884                      TAP    \$561,541
6. All items assembled as part of the offeror's paper application are to be included with the application in CD format. Forms for the copy on CD need not be signed copies.

As of 6/27/2012



## Questions and Answers

1. Will there be a required CRP format for case file set-up?

Reply: The RFP does not require a specific format for case file set-up; however, ONS mandates that comprehensive service delivery and case management services will be reflected in each RSS and TAP client's case file.

2. What is meant by "assistance with EAD documents?"

Reply: When an EAD is needed for employment and the RSS or TAP client does not have one, assistance in obtaining an EAD is one of the required RSS and TAP services.

3. For English language services, should we recruit only volunteers that are certified?

Reply: The RFP clearly stipulates that "all formal ELT/ESL training...must be taught by a credentialed or comparably certified instructor for ELT/ESL." This does not preclude the use of non-credentialed volunteers for ESL assistance such as tutoring.

4. Is the Council on Accreditation (COA) acceptable as a recognized body for certifying an organization's English Language Training services?

Reply: Yes. All organization that are recognized as certifying organizations for English Language Training programs are acceptable.

5. Is submission of staff biographical information required for all of the agency's staff or just those included in the RSS and TAP budgets?

Reply: Submission of biographical information is required only for staff that is included in RSS and TAP budgets.

6. How is the standard for average wages set? Is it a federal requirement or standard?

Reply: The average wage as stipulated in the RFP has been set by the Office of Newcomer Services. It reflects historical performance and accounts for differences in the standard of living in northern Virginia and the balance of the state that are recognized by state government. ONS must establish a standard because Office of Refugee Resettlement requires Virginia to submit an average wage for full-time jobs as part of its annual goal plan.

7. Are URM's eligible to receive employment services under RSS or TAP?

Reply: Technically, yes. However, service delivery is subject to the priority order for services referenced on page 15 of the RFP.

8. Required attachments to the applications do not match items listed on Attachment J, Proposal Checklist.

Reply: This will be corrected with issuance of Addendum #3.

9. Does every attachment with submitted applications have to be labeled and numbered?

Reply: Yes. This is stipulated in the RFP, Section VI, at number 4, Required Attachments, on page 23. "All of the attachments listed herein must accompany the proposal. They must be clearly headed, numbered as shown, and submitted in numerical order."

10. Does the Executive Summary count as part of the 20 pages limit for proposal narratives?

Reply: This has been addressed by Addendum #3. The Executive Summary is not a part of the narrative; it is to precede the narrative as an unnumbered page.

11. How far back [in time] should applicants go in including agency accomplishments in their proposal?

Reply: There is no stipulation. The decision is left to the applicant.

12. What is the fiscal letter from the agency head?

Reply: The fiscal letter is a statement to be signed by the applicant's director or other legal authority that affirms the organization is financially solvent and has sufficient resources to enter into a contract and administer the program.

13. Regarding letters of support and interagency agreements, does ONS suggest that applicants must have formal agreements with local departments of social services?

Reply: No, but applicants should affirm that they are operating in accordance with a service form developed by ONS and agreed upon by resettlement agencies.

## ATTACHMENT J Revised

## Proposal Checklist

Description	Included	Not Included
Compliance Cover Sheet (Signed) (Page 5)	✓	
Completed Application Checklist ( Attachment J, this page)	✓	
One page unnumbered Executive Summary	✓	
Description of Proposed Project (Narrative – <b>20 Page Maximum</b> )	✓	
Proposed Employment Outcome Goals (Attachment A)	✓	
Budget Forms (Attachments B1, B2, B3)	✓	
Budget Narrative attached to Budget	✓	
Fiscal Letter from Agency Head	✓	
Organizational Chart	✓	
Job Descriptions	✓	
Description of Volunteer Responsibilities	✓	
List of Current Board Members (non-profit applicants only)	✓	
Letters of Support and Interagency Agreements	✓	
Copy of Confidentiality Policy	✓	
Program Assurances (Attachment C) signed	✓	
Signed Assurance, Non-construction Programs (Attachment D) signed	✓	
Certification Regarding Lobbying, Debarment, and Drug free Workplace (Attachment E)	✓	
W-9 Form (Attachment F)	✓	
FFATA Sub-Recipient Data Form (Attachment G)	✓	
State Corporation Form ( Attachment H) signed	✓	
501 c3 Certification from the IRS (non-profit applicants only)	✓	
Copy of most recent Audit	✓	
One complete copy of the RFP (pages 1-43) (Attached to Original Only)	✓	
Copies of Addenda	✓	
Pre-Proposal Conference Form (Attachment I)	✓	